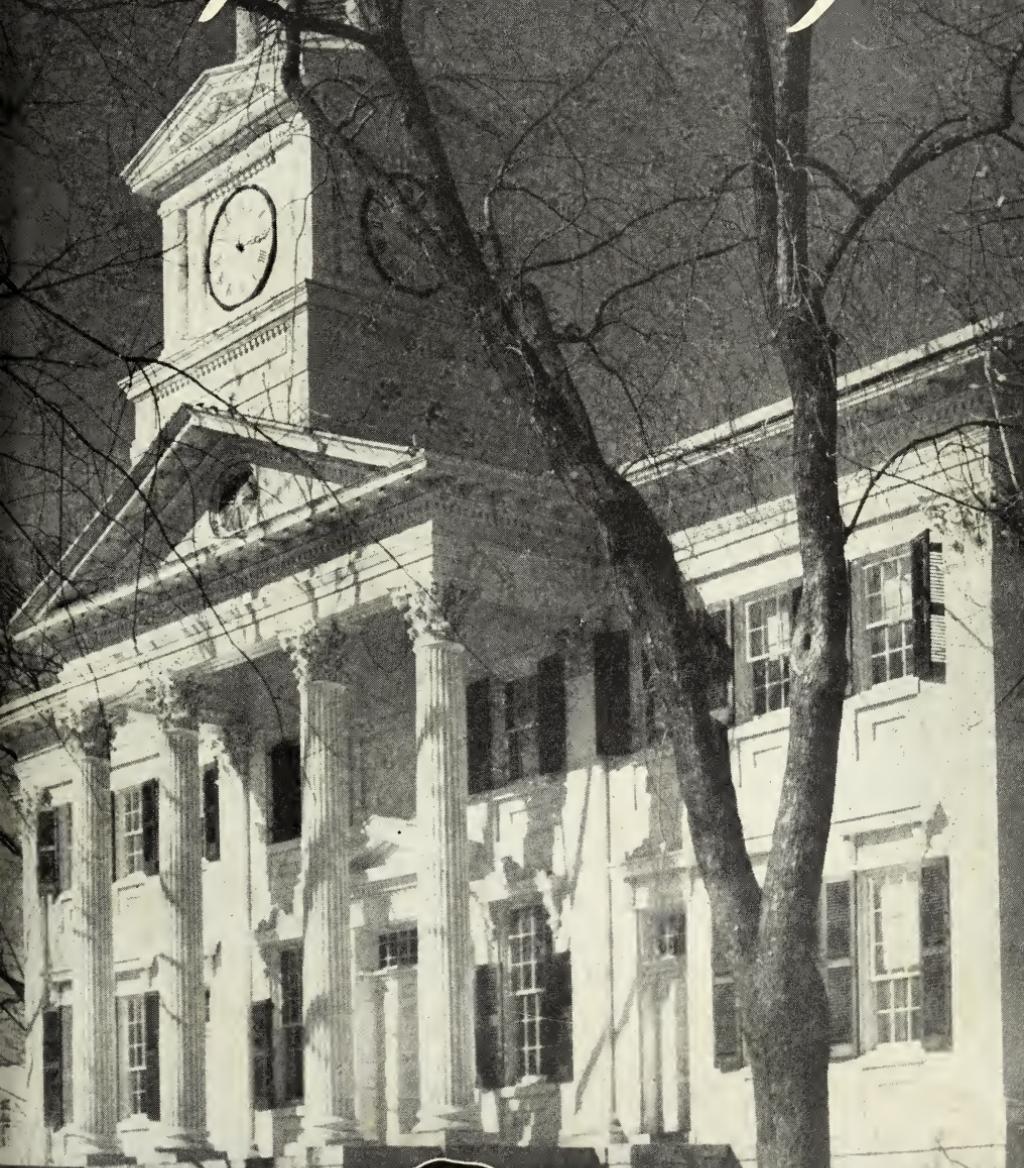




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Shepherd College



ANNUAL
BULLETIN



A STATE
COLLEGE

FOR COLLEGE INFORMATION

**Interview or Address Correspondence
Knutti Administration Building**

Regarding

General Administrative Policies OLIVER S. IKENBERRY, *President*
Knutti Administration Building
Phone 2241

Academic Information, Requirements for
degree and certificates CAREY V. STABLER, *Academic Dean*
Knutti Administration Building
Phone 3371

Applications for Admission and Dormitory
Reservations ABEL F. DEWITT, *Dean of Students*
Knutti Administration Building
Phone 3371

Business and Financial Information JOHN L. EGLE, *Business Manager*
Knutti Administration Building
Phone 3711

Alumni Activities MRS. C. W. SHIPLEY, *Alumni Secretary*
Knutti Administration Building
Phone 3371

SHEPHERD COLLEGE

SHEPHERDSTOWN, WEST VIRGINIA

Founded 1871

A STATE COLLEGE



Accredited by the

North Central Association of Colleges and Secondary Schools
American Association of Colleges for Teacher Education
National Commission on Accrediting

Member

American Public Relations Association
American Association of Colleges
American Council on Education

SECOND BIENNIAL CATALOGUE, 1951-1953

Issued August, 1951

CONTENTS

Information	Inside Front Cover
College Calendar	4
Section I, Personnel	6
Section II, General	17
Section III, Academic Regulations	27
Section IV, Finances	33
Section V, Student Life	39
Section VI, College & Academic Program	45
Section VII, Curricula	53
Division of Economics and Social Studies	56
Division of Education	66
Division of Fine Arts	81
Division of Health and Physical Education	87
Division of Languages and Literature	92
Division of Science and Mathematics	104
Division of Vocational Education	114
Section of VIII, Enrollment Data	119
Index	134
Application for Admission	137
Record Sheet	138

COLLEGE CALENDAR**1951-52****SUMMER SESSION—1951**

June 5-July 13	First Summer Term
July 16-August 24	Second Summer Term

FIRST SEMESTER—1951

September 9, Sunday afternoon	Dormitories open
September 10, Monday, 10:00 to 11:30 A. M.	Freshman Assembly
1:00 to 5:00 P. M.	Upper Class Registration
September 11, Tuesday, 8:00 to 10:00 A. M.	Upper Class Registration
September 11, Tuesday, 10:00 to 5:00 P. M.	Freshman Registration
September 12, Wednesday, 8:15 A. M.	Classes begin
10:00 A. M.	College Assembly
6:00 P. M.	Night School Registration
September 13, Thursday, 8:00 to 10:00 P. M.	President's Reception
October 27, Saturday	Home Coming Celebration
November 8, Thursday, 3:40 P. M.	Mid-semester reports made up
November 14, Wednesday	Mid-semester reports given out
November 21, Wednesday noon	Thanksgiving recess begins
November 26, Monday, 8:15 A. M.	Thanksgiving recess ends
December 19, Wednesday, 3:40 P. M.	Christmas recess begins

1952

January 2, Wednesday, 8:15 A. M.	Christmas recess ends
January 24, Thursday, 4:30 P. M.	Semester ends

SECOND SEMESTER—1952

January 28, Monday, 9:00 A. M. to 4:00 P. M.	Registration
January 29, Tuesday, 12:55 P. M.	Classes begin
March 27, Thursday, 3:40 P. M.	Mid-semester reports made up
April 2, Wednesday	Mid-semester reports given out
April 10, Thursday noon	Easter recess begins
April 15, Tuesday, 8:15 A. M.	Easter recess ends
April 17, Thursday 8:15 A. M. to 12:00	Pre-registration
May 25, Sunday, 8:00 P. M.	Baccalaureate Sermon
May 29, Thursday, 10:00 A. M.	Eightieth Annual Commencement

SECTION I

PERSONNEL



State Board of Education

Administrative Staff

The Faculty

Supervisors of Student Teachers

Officers of the Alumni Association

Academic Counselors

Members of Committees

OFFICIAL BOARD**STATE BOARD OF EDUCATION****STATE CAPITOL****CHARLESTON, WEST VIRGINIA**

GARLAND DUNN, <i>President</i>	Martinsburg
THELMA BRAND LOUDIN, <i>Vice-President</i>	Fairmont
R. D. BAILEY	Pineville
RAYMOND BREWSTER	Huntington
MASON CRICKARD	Charleston
KELVIN HOLLIDAY	Montgomery
LAWRENCE R. LYNCH	Clarksburg
W. H. NELSON	Beckley
ROSS H. TUCKWILLER	Lewisburg
W. W. TRENT, <i>Ex-officio, Superintendent of Schools</i>	Charleston

HERBERT K. BAER, *Secretary*

Charleston

THE ADMINISTRATION

OFFICERS OF ADMINISTRATION

OLIVER S. IKENBERRY, ED. D.	<i>President</i>
CAREY V. STABLER, PH. D.	<i>Dean and Registrar</i>
ABEL F. DEWITT, A. M.	<i>Dean of Students</i>
J. L. EGLE	<i>Business Manager</i>

GENERAL ADMINISTRATIVE STAFF

LOUISE HUFFAKER, M. A.	<i>Librarian</i>
STEWART E. ARNOLD, A. B.	<i>Associate Librarian</i>
CHLOE S. RINKER, A. B.	<i>Assistant Registrar</i>
MABEL CHAPMAN, A. B.	<i>Cashier</i>
GOLDIE JEAN SMITH	<i>Secretary to President</i>
JEAN MARIE SHIPLEY, A. B.	<i>Secretary to Dean</i>
PAULINE HILL	<i>Secretary to Dean of Students</i>
ALICE BICKNELL, A. B.	<i>Resident Counselor for Women</i>
HELEN LINK	<i>Resident Counselor for Men</i>
HALVARD WANGER, M. D.	<i>College Physician</i>
MILDRED STARRY RHODES, R. N.	<i>College Nurse</i>
AUGUSTA MORGAN PHILLIPS	<i>Manager, College Cafeteria</i>
CHRISTINE KNOTT	<i>Assistant Manager, College Bookstore</i>
SILAS SHIPLEY	<i>Superintendent of Buildings and Grounds</i>
THOMAS WASHINGTON	<i>Supervisor of Custodians</i>

THE FACULTY

OLIVER S. IKENBERRY, *President*. A. B., McPherson College; A. M., Colorado State College of Education; Columbia University, summers 1935, 1936; Ed. D., Colorado State College of Education, 1941. (1947).

STEWART E. ARNOLD, *Associate Librarian and Assistant Professor of Library Science*. A. B., Western Maryland College, 1911; West Virginia University, summers 1912, 1913; Ohio State University, 1915, 1916, summer 1916; Chautauqua Summer School, 1918—1922. (1924).

I. O. ASH, *Professor of Education and Director of Laboratory Schools*. A. B., West Virginia University; A. M., University of Nebraska; Graduate student, University of California, one year; Ph. D. in Ed., University of Cincinnati, 1931. (1924).

***FRANK BAILEY**, *Associate Professor of Physics*. A. B., Glenville State Teachers College; A. M., West Virginia University, 1940; Special student University of Akron, 1943-1946; George Washington University, summers 1948-1949. (1947).

ALICE S. BICKNELL, *Resident Counselor*. A. B., College of Idaho, 1917. (1950).

A. T. CLAY, *Associate Professor of Mathematics*. B. S., United States Naval Academy. Captain, United States Navy. A. M., The George Washington University, 1940. (1946).

RUTH CONARD, *Instructor in Physical Education*. A. B., Shepherd College, 1945; M. S. in P. Ed., University of Wisconsin, 1951. (1946).

SARA HELEN CREE, *Associate Professor of Physical Education*. M. S. in Physical Education, West Virginia University, 1937; The Pennsylvania State College, summers 1950, 1951. (1940).

ABEL F. DEWITT, *Dean of Students and Associate Professor of Education and Psychology*. B. S., West Virginia University; A. M., West Virginia University, 1946; Candidate for the Ed. D., The State College of Washington, Pullman, Washington, 1951. (1950).

****JAMES KLINE EYRE, JR.**, *Professor of Political Science*. A. B., University of Michigan, 1936; M. A., University of Michigan, 1937; Ph. D., University of Michigan, 1940. (1949).

CARL J. FARNSWORTH, *Associate Professor of Music and Modern Languages*. Diploma, New England Conservatory of Music, 1915; A. B., New River State College, 1935; M. A., The George Washington University, 1951. (1936).

*****VERNON JACOB FISHER**, *Associate Professor of Agriculture*. B. S., West Virginia University, 1943; M. S., West Virginia University, 1947; Ph. D., Michigan State College, 1950. (1949).

GUY FRANK, *Assistant Professor of Music*. A. B., Whittier College, 1943; M. A., Claremont Graduate School of Pomona College, 1948; Candidate for the Ph. D. degree at the Eastman School of Music of the University of Rochester. (1950).

ANN HENSHAW GARDINER, *Assistant Professor of Nursing Education*. B. S., Teachers College, Columbia University, 1923; M. S., Kansas State Agricultural College, 1927. (1948).

*Resigned, July, 1951.

**Resigned, September, 1950.

***Resigned, January, 1951.

JOHN P. GOULDING, *Assistant Professor of Physical Science.* A. B., Clark University, 1935; A. M., Clark University, 1936; Ph. D., Clark University, 1938. (1948).

RAY E. HARRIS, *Associate Professor of Biology.* B. S., Marshall College, 1931; M. S., West Virginia University, 1935; Graduate student, University of Chicago, summers 1933, 1934; University of Virginia, summer 1935, and West Virginia University, summers 1936, 1937; University of Virginia, summers, 1950, 1951. (1946).

WARREN B. HORNER, *Associate Professor of English.* Extension, University of Rennes, Brest, France, 1919; A. B., West Virginia University, 1922; Salem College, three summer terms, 1924-1927; A. M., University of Chicago, 1928. (1929).

LOUISE HUFFAKER, *Librarian and Assistant Professor of Library Science.* A. B., Western Kentucky State College, 1944; A.M.L.S., George Peabody College for Teachers, 1949. (1949).

HARRY VEATCH KLUG, *Assistant Professor of Political Science.* B. A., University of Iowa, 1948; M. A., University of Iowa, 1949; Ph. D., University of Iowa, 1950. (1950).

ALTON R. KURTZ, *Assistant Professor of Physics.* B. S., Michigan State College, 1940; M. S., Michigan State College, 1942; Ph. D., Ohio State University, 1951. (1951).

CLETUS D. LOWE, *Assistant Professor of Social Science.* A. B., Shepherd State Teachers College, 1931; A. M., University of Maryland, 1941. (1940).

VERA ELLEN MALTON, *Associate Professor of Dramatics and English.* A. B., University of Alberta, 1941; A. M., Cornell University, 1948; Ph. D., Cornell University, 1950. (1950).

*JOHN RUFSELL MOOK, *Dean of Students and Professor of Education.* A. B., Ball State Teachers College, Muncie, Indiana, 1930; M. A., Lawrence College, Appleton, Wisconsin, 1944; Ph. D., University of Chicago, 1949. (1949).

WILLIAM M. MOORE, *Director of Athletics and Assistant Professor of Physical Education.* B. S., Tennessee Polytechnic Institute, 1948; M. S., University of Tennessee, 1949; Candidate for the Ph. D. degree, University of Michigan, 1951. (1951).

HENRY W. MORROW, *Assistant Professor of Political Science.* Shepherd College, 1936-1939; L. L. B., Duke University School of Law, 1942; School of Law, University of Aberdeen, Aberdeen, Scotland, winter term of 1945. (1948).

HAZEL H. NEWMAN, *Associate Professor of Home Economics.* Emporia State College, two years; B. S., Central State College; graduate work, Oklahoma A. and M.; M. S. in Home Economics, Iowa State College, 1945. Columbia University, summer, 1950, 1951. (1944).

**DON L. PHILLIPS, *Director of Athletics, and Associate Professor of Physical Education.* B. S., Wheaton College, 1941; M. P. E., Purdue University, 1942. (1948).

CHARLES FRANCIS PRINTZ, *Associate Professor of Business Administration.* A. B., Shepherd State Teachers College, 1940; A. M., West Virginia University, 1942; special work, University of Sydney, Sydney, Australia; graduate student University of North Carolina, 1946, 1947 and 1948; The American University, summer 1951. (1947)

MARY JOHNSON SCANLON, *Assistant Professor of Art.* A. B., Shepherd State Teachers College, 1931; M. Ed. (Art Education), The Pennsylvania State College, 1941. (1941).

*Resigned, September, 1950.

**Resigned, August 1, 1951.

RUTH SCARBOROUGH, *Professor of History.* A. B., Bessie Tift College; A. M., Mercer University; Ph. D., George Peabody College; Columbia University, 1932-1933; University of California, summer 1935; Oxford University, summer 1950. (1936).

FLORENCE SHAW, *Associate Professor of Education.* A. B., Kirksville State Teachers College; University of Chicago, summer 1927; A. M., George Peabody College for Teachers, 1931; The George Washington University, extension 1941. (1923).

RAY L. SHIRLEY, *Professor of Chemistry.* B. S., West Virginia University, 1937; M. S., West Virginia University, 1939; Ph. D. Michigan State College, 1949; Shepherd College, 1933-35. (1951).

CAREY V. STABLER, *Academic Dean and Professor of History.* B. S., University of Alabama, 1928; A. M., University of Alabama, 1932; Ph. D., Duke University, 1945. (1948).

ERNEST STUTZMAN, *Professor of Physical Science.* A. B., West Virginia Wesleyan College; Graduate student University of Wisconsin; B. S., Agr., and A. M., West Virginia University, 1930. (1928).

JOHN B. SWECKER, *Assistant Professor of Agriculture.* Graduate, Potomac State School, 1938; B. S. in Agriculture, West Virginia University, 1940; M. S., West Virginia University, 1950; American University, summer 1951. (Jan. 1951).

DOROTHY LARRICK TILLOTSON, *Instructor in Voice.* B. Mus. Ed., Shenandoah Conservatory of Music, 1941; Madison College, one year. (1948).

W. R. THACHER, *Professor of Economics and Geography, Director of Extension.* A. B., West Virginia University; A. M., University of Chicago, 1916; University of Chicago, 1916, 1917. (1923).

MILTON JOEL WIKSELL, *Professor of Speech.* A. B., Wayne State Teachers College, 1935; A. M., Louisiana State University, 1938; Graduate student, University of Wisconsin, summers 1940, 1941; University of Maryland, summer 1946; Ph. D., Louisiana State University, 1948. (1948).

ETTA O. WILLIAMS, *Assistant Professor of Commerce.* B. C. S., Bowling Green Business University, 1919. (1915).



GEORGE H. BRETNALL, *Emeritus Professor of Biological Sciences.* A. M., Cornell College, 1897; Northwestern University, 1897-1898; University of Chicago, 1899-1900, summers 1902, 1903, 1904, 1905, 1906, 1907, 1909, 1919; University of Kansas, 1928-1929; University of Missouri, 1929-1930.

MABEL HENSHAW GARDINER, *Emeritus Professor of History.* A. M., West Virginia University, 1930.

A. D. KENAMOND, *Emeritus Dean and Professor of Elementary Education.* Graduate student in science and education, University of Chicago, two summers and one fall quarter; A. M., West Virginia University, 1930. (1912), (1919), (1924).

DANIEL EDWARD PHILLIPS, *Emeritus Professor of Mathematics and Associate in Psychology.* Ph. D., Clark University, 1898; University of Leipzig, 1908.

JESSIE TROTTER, *Emeritus Professor of Latin.* A. B., West Virginia University; A. M., Columbia University, 1924.

ELLA MAY TURNER, *Emeritus Professor of English and Literature.* A. M., West Virginia University, 1911; Cornell University, summers 1912, 1920, 1921; George Peabody College for Teachers, summer 1919.

COOPERATING LABORATORY SCHOOLS

Shepherdstown Elementary School

FREEL G. WELSHANS, A. B., <i>Principal</i>	Sixth Grade
VIRGINIA HAWN, A. B.	First Grade
EUGENIA ATHEY LOWE	Second Grade
GEORGINA S. MCKEE, A. B.	Fourth Grade
KATHERINE THOMPSON REXRODE, A. B.	Third Grade
J. LOUISE RIGHTSTINE, A. B.	Fourth Grade
MARY DONLEY REINHART	Third Grade
MILDRED P. STRIDER, A. B.	Fifth Grade
RUTH A. TAYLOR	First Grade

Shepherdstown Junior and Senior High School

K. W. EUTSLER, M. A., <i>Principal</i>	Mathematics
AGNES CALVIN, A. B.	Languages
CHARLES M. DERR, B. S.	Science
RICHARD DIXON, A. B.	Social Studies
MARY HARTZELL DOBBINS, M. A.	Social Studies, Music
CHRISTINE HARPER, A. M.	Home Economics
GLADYS HARTZELL, M. A.	English
DANIEL L. JOHNSON, A. B.	Science
PATRICIA L. ROGERS, A. B.	Commerce
KENNETH RENTCH, A. B.	Physical Education
RACHEL SNYDER, A. B.	English, Social Studies
LEON TABB, A. B.	Music

Fountaindale Elementary School, Hagerstown, Maryland

MARGARET A. WHITE, B. S.	Principal
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Handley Elementary School, Winchester, Virginia

A. P. BROWNING, M. A.	Principal
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John Street Elementary School, Martinsburg, West Virginia

GRANVILLE SHIRLEY, M. A.	Principal
MRS. DOROTHY GRAHAM, A. B.	Third Grade

Franklin High School, Franklin, West Virginia

JOHN M. DICE, M. A.	Principal
G. M. REXRODE, A. B.	Science

Hagerstown High School, Hagerstown, Maryland

JAMES E. SOLT, M. A.	Principal
EARL COFFMAN, A. B.	Business Education
ETHEL RINEHART, A. B.	Business Education

Charles Town High School

W. G. EISMON, M. A.	Principal
PAULINE L. BARRON, A. B.	Commerce
HAROLD A. LORENZ, A. B.	Physical Education
HAZEL B. McDONALD, M. A.	Home Economics
PAULINE MOORE, A. B.	Physical Education, Science
HELEN G. ROBERTS, A. B.	Mathematics
EDWARD B. ROGERS, M. A.	Social Studies
GUY T. TUCKER, A. B.	Social Studies, Physical Education

Harpers Ferry High School

E. E. ROSS, M. A.	Principal
ROBERT F. DOYLE, A. B.	Physical Education
EDMUND HOFFMASTER, A. B.	Mathematics
BETTIE TEEL MILLER, M. A.	Social Studies and English
ELIZABETH PATTERSON, A. B.	Physical Education and Mathematics
MINNIE H. WILT, A. B.	English and Social Studies

Hedgesville High School

CHARLES A. LORD, M. A.	Principal
BETTY M. PILGRIM, A. B.	Science

Musselman High School

G. W. WHITEHAIR, A. B.	Principal
MARY BRUCE CLENDENING, B. S.	Home Economics
ROY L. DAY, A. B.	Science
MARY S. LAIDLAW, A. B.	English
BETTY LEE REID, A. B.	Social Studies
EDGAR RIDGEWAY, A. B.	Science

Martinsburg High School

DAVID E. MUDGE, Ed. D.	Principal
VERA COBURN, A. B.	French
MARY VIRGINIA DEAN, M. A.	English
JOHN W. GORE, M. A.	Commerce
GLADYS E. PITZER, M. A.	English
KENNETH E. STERYOUS, A. B.	Science
G. W. WHITACRE, A. B.	Science
ANNIE SHIMP	Art

Romney High School

A. G. SLONAKER, M. A.	Principal
MARY CAMPBELL, A. B.	Science
CARL HOSNICK, A. B.	Science
WINIFRED ORNDORFF, A. B.	Mathematics

SHEPHERD COLLEGE ALUMNI ASSOCIATION

1951-52

<i>President</i> —T. A. LOWERY	Charles Town
<i>Vice-President</i> —C. B. CARTER	Shepherdstown
<i>Secretary</i> —JEAN MARIE SHIPLEY	Shepherdstown
<i>Treasurer</i> —CHRISTINE KNOTT	Shepherdstown

SHEPHERD COLLEGE

ACADEMIC COUNSELORS

Seniors, Fourth Year— DEAN STABLER

Juniors, Third Year—DR. ASH

Sophomores, Second Year—DR. WIKSELL

Freshmen, First Year—DR. SCARBOROUGH

Professional Education Courses:

Elementary Education—MISS SHAW

Secondary Education—DR. ASH

Pre-Professional Courses:

Pre-Engineering—MR. CLAY

Pre-Law, Pre-Ministry, Social Work—MR. THACHER

*Pre-Dental, Pre-Medicine, Pre-Nursing, Pre-Occupational Therapy,
Pre-Pharmacy, Pre-Veterinary, Medical Technician, Pre-Physical
Therapy*—MR. HARRIS

Vocational Courses:

Agriculture—MR. SWECKER

Home Economics—MRS. NEWMAN

Business Administration and Secretarial Arts—MR. PRINTZ AND MISS WILLIAMS

Night and Extension Students—MR. THACHER

COMMITTEES

Administrative

PRESIDENT IKENBERRY, DEAN STABLER, DR. ASH, DEAN DEWITT, AND MR. EGLE

Convocations, Concerts, and Special Events

PRESIDENT IKENBERRY, MR. FARNSWORTH, DR. MALTON, DEAN DEWITT
AND TWO STUDENT REPRESENTATIVES

Athletics

MR. LOWE, DR. ASH, MR. EGLE, MR. MOORE, DEAN STABLER

Commencement

DR. ASH, PRESIDENT IKENBERRY, MRS. SCANLON, MISS SHAW

Educational Policies

DEAN STABLER, DR. ASH, MISS CREE, MR. FARNSWORTH, MRS. NEWMAN,
DR. SCARBOROUGH, MR. STUTZMAN, DR. WIKSELL, MISS HUFFAKER

Library

MISS HUFFAKER, MISS ARNOLD, MR. HORNER, DR. SCARBOROUGH, DEAN STABLER

Student Aid

MR. PRINTZ, DEAN DEWITT, MR. EGLE, MR. MOORE, MR. NEWMAN
MR. SWECKER

Faculty Activities

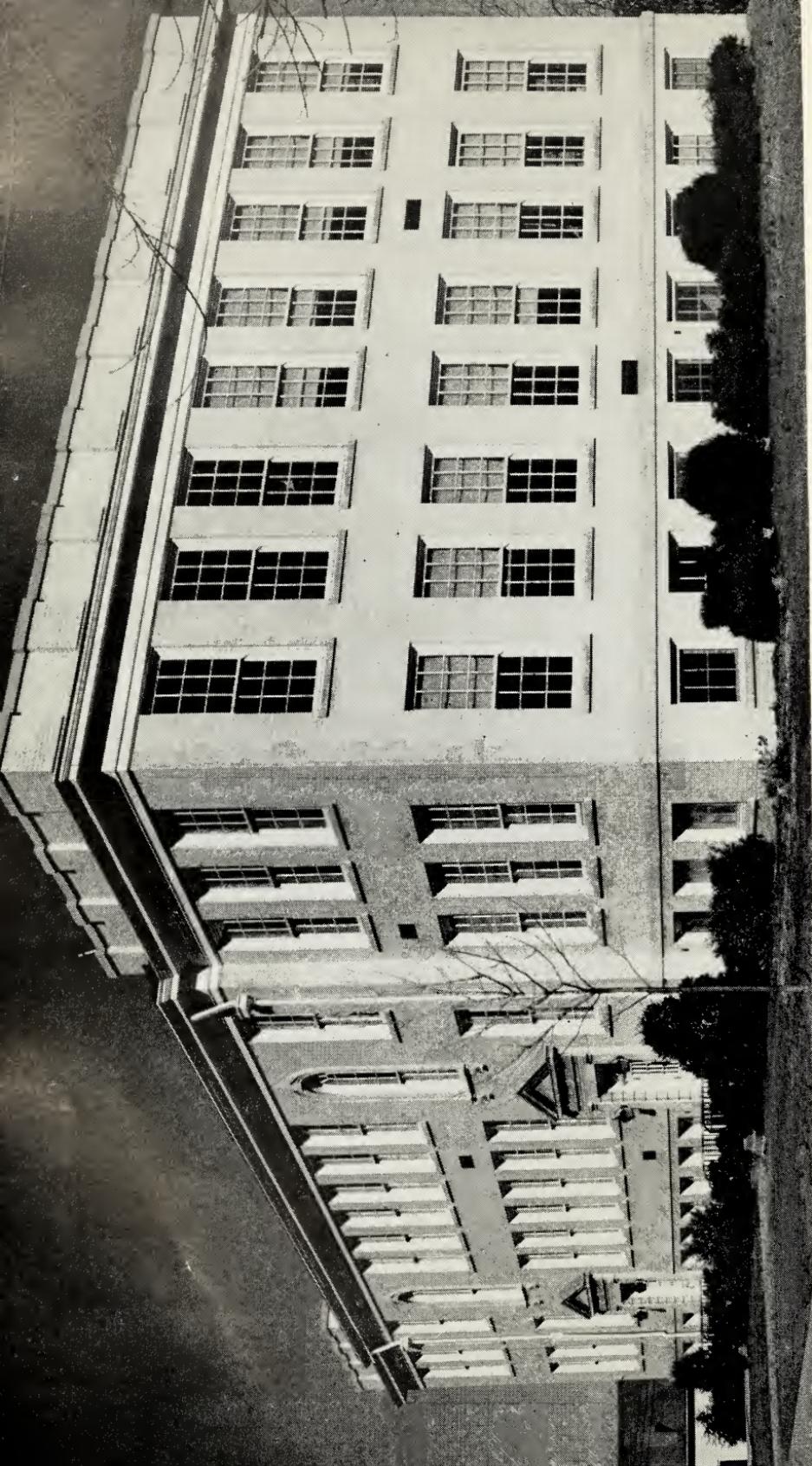
DR. SCARBOROUGH, MR. CLAY, MRS. NEWMAN, MR. PRINTZ, MISS WILLIAMS, AND
TWO STUDENT REPRESENTATIVES

Student Organization

DEAN DEWITT, MISS CREE, MISS CONRAD, MR. HARRIS, DR. SHIRLEY,
MR. THACHER, AND PRESIDENT OF THE STUDENT COUNCIL

Student Personnel

DEAN DEWITT, MRS. BICKNELL, MISS CONRAD, MR. FARNSWORTH, MR. FRANK,
MISS HUFFAKER, DR. KLUG, MR. LOWE, DR. MALTON



Snyder Science Hall.

SECTION II

GENERAL



Objectives

Opportunities at Shepherd College

Organization and Program

Accreditation

Degrees

Location and History

Buildings and Equipment

OBJECTIVES OF THE COLLEGE

1. To provide for its students an environment, facilities, and guidance which will enable young men and women to live in accordance with the highest ideals and practices of good citizenship.
2. To acquaint them with the main fields of human interest and to direct them in the acquisition of knowledge in each.
3. To guide them in the integration of knowledge in order that they may make the best adjustment to their environment.
4. To train them in the methods of thinking and in the use of the main tools of thought.
5. To give them intensive training, scholarly growth, and opportunity for creative activity in a chosen field.
6. To prepare them for further study or for occupations after college by encouraging the development of the highest competence in their chosen field.
7. To build sound mental health and sound bodies.
8. To develop an appreciation of the cultural heritage and social institutions of democracy and civic responsibility for loyal participation in the life of the family, community, state, nation, and the world.
9. To develop taste for, and understanding of, the best in literature, music and art in order that the student may have more power to enjoy and create the beautiful; to develop personal traits of sincerity of purpose, resourcefulness, honesty, dependableness, adaptability, sense of humor, good-will, and uprightness.
10. To guide and inspire each student to formulate at each level of maturity a philosophy of life which will give purpose to all that he does.

SHEPHERD COLLEGE OFFERS YOU—

- A SHARE IN THE TRADITIONS OF AN ALMOST CENTURY-OLD INSTITUTION.

Since 1871 Shepherd College has been serving the youth of West Virginia and the nation with distinction.

- A LARGE CAMPUS OF INSPIRING BEAUTY.

Located in the scenic Shenandoah Valley in historic Shepherdstown, West Virginia, on the banks of the beautiful Potomac River with a campus of 25 acres and 15 buildings.

- A FRIENDLY STUDENT BODY.

A welcome will be extended to you as a new student, from a student body coming from many states and several foreign countries.

- ASSOCIATION WITH A SCHOLARLY AND SYMPATHETIC FACULTY.

Shepherd maintains a faculty of more than thirty instructors who are graduates of the leading colleges and universities.

- AN ACCREDITED, STATE-SUPPORTED, CO-EDUCATIONAL, FOUR-YEAR LIBERAL ARTS COLLEGE.

Graduates of Shepherd College enter the leading professional schools of the nation with full credit.

- THE ADVANTAGES OF A SMALL COLLEGE.

The opportunity to become a student leader and to know one's fellow students personally is invaluable to the student.

- AN OPPORTUNITY TO LIVE IN A SCENIC, HISTORIC, AND CULTURED COMMUNITY.

Shepherd breathes the gracious old southern charm of historic cultured Shepherdstown and is located only 65 miles from Washington, D. C.

- AN EXTENSIVE PROGRAM OF STUDENT ACTIVITIES.

Student activities include: athletics, broadcasting, clubs, drama, fraternities, sororities, college choir, orchestra, college newspaper and annual, college council, Student Christian Association, and class organizations.

THE COLLEGE PLAN OF ORGANIZATION

The organization of the College curricula provides for a lower division and an upper division. The lower division is known as the General College, which includes courses in General Education designed especially for freshmen and sophomores. The upper division is known as the Professional College and include courses designed especially for juniors and seniors.

The General College

The General College is organized: 1. To promote the orientation and guidance of students. 2. To provide preparation for advanced study in the Professional College. 3. To offer terminal education, with appropriate recognition for students who cannot attend college for more than one or two years.

The Professional College

The Professional College is organized: 1. To promote scholarship. 2. To stimulate specialization in the major field of study. 3. To offer specialized vocational training.

A BROAD EDUCATIONAL PROGRAM

Liberal Arts: A. B. and B. S. Degrees—Art, Biology, Commerce, Chemistry, Dramatics, Economics, English, History, Home Economics, Languages, Library Science, Mathematics, Music, Physical Education, Physical Science, Political Science, Psychology, Radio and Speech, and Television.

Teacher Education: Elementary, High School, and Public School Education (Single Curriculum).

Business Education: Business Administration and Secretarial Courses.

Pre-Professional: Dentistry, Engineering, Law, Medicine, Medical Technician, Ministry, Nursing, Occupational Therapy, Pharmacy, Physical Therapy, Social Work, and Veterinary.

Agriculture: General Agriculture and Horticulture.

Music: Voice, Piano, Organ Theory and Teaching.

Home Economics: Teaching, Dietetics, Home-making.

GENERAL INFORMATION

General Statement

Shepherd College is a recognized, state-supported, four-year, liberal arts college under the supervision of the West Virginia Board of Education. Shepherd College has been serving the youth of West Virginia and the nation since 1871. The college is fully accredited by the American Association of Colleges for Teacher Education and the North Central Association of Colleges and Secondary Schools. The institution is a member of the American Council on Education and the Association of American Colleges. Graduates of Shepherd College enter the leading graduate and professional schools of the nation with full credit.

The college offers two academic degrees, Bachelor of Arts and Bachelor of Science. Instruction is provided in Agriculture, Art, Biology, Business Administration, Chemistry, Dramatics, Education, English, History, Home Economics, Journalism, Languages, Library Science, Mathematics, Music, Physical Education, Physics, Psychology, Political Science, Radio, Television and Speech.

Pre-professional training is offered for Agriculture, Dentistry, Engineering, Law, Medicine, Medical Technician, Nursing, Physical Therapy, Pharmacy, Social Work, Theology, Veterinary, and other fields.

Professional training is given for teaching in the elementary and secondary schools. The college recognizes the preparation of teachers as a primary responsibility. Professional preparation is also given in Agriculture, Business Administration, Home Economics, and Secretarial Science.

Scenic and Historic Location

The Shepherd College campus is located on the banks of the beautiful Potomac River in the charming old southern town of Shepherdstown, West Virginia, near the heart of the Shenandoah Valley. The college is situated in a scenic and historic environment. To the east are the wooded mountains of the Blue Ridge and in the distant west, the Alleghenies; to the south and north spreads the broad and beautiful Shenandoah Valley, rich in American history and tradition.

Just a short distance from West Virginia's historic Shepherdstown one can visit nationally known Harpers Ferry, the Antietam Battlefield, the colonial homes of the Washington family and many interesting places where the history of this great country was made. Shepherdstown is only a few hours drive from the metropolitan cities of Washington, D. C., Baltimore, Philadelphia and New York. Students have numerous opportunities to visit the metropolitan areas and places of historical significance.

Shepherdstown is easily accessible by train and bus. The hard surfaced roads leading into Shepherdstown make it possible for many students to live at home and commute to the college campus.

History of the College

The history of Shepherd College began when the county seat of Jefferson County was moved from Shepherdstown to Charles Town in July, 1871. The people of Shepherdstown and vicinity decided to use the vacated courthouse for educational purposes. An article of incorporation for a school to be known as Shepherd College, designed to instruct students "in languages, arts and sciences," was drawn up and signed by C. W. Andrews, A. R. Boteler, C. T. Butler, G. M. Beltzhoover, David Billmyer, Samuel Knott, and Henry Shepherd. This body of incorporators gave themselves power to elect instructors, pay salaries, and prescribe courses of study. They appointed Professor Joseph McMurran first principal of the institution, which was opened on September 2, 1871, under the authority of the Board of Trustees, with forty-two students.

In order to induce the State of West Virginia to locate a college for the training of teachers in Shepherdstown, the trustees agreed to lease the courthouse building to the state free of charge. The offer was promptly accepted and in 1872 the transfer was consummated.

On February 27, 1872, the Legislature of West Virginia passed the following Act: "That a branch of the State Normal School be and the same is hereby established at the building known as Shepherd College, in Shepherdstown, in the county of Jefferson. The school is hereby placed on the same footing and subject to the same regulations as the other branches of the State Normal School; Provided, that the said building and lot on which it is erected shall be fitted up in a suitable manner for the purpose of such a school and conveyed in fee or for a term of years not less than ten, assigned or original, free of charge to the State for such fitting up, on occupancy."

During the administration of Dr. W. H. S. White, Shepherd College became a four-year college for the training of teachers on July 1, 1930, and was granted the authority by the West Virginia Board of Education to grant the Bachelor of Arts Degree to graduates of the institution. In 1943 the state legislature enacted legislation providing for a liberal arts college program at Shepherd College. In September, 1950, Shepherd College was authorized to confer the Bachelor of Science degree. In March 1950, the College was fully accredited by the North Central Association of Colleges and Secondary Schools, and in January, 1951, became a member of the Association of American Colleges.

How to Reach Shepherdstown

Shepherdstown is on the Norfolk and Western Railroad, which connects with the main line of the Baltimore and Ohio Railroad at Shenandoah Junction, six miles to the south; or with the Western Maryland Railroad at Hagerstown, Maryland, eighteen miles to the north.

Students who live on or near the Baltimore and Ohio lines will come via the road to Martinsburg, and then take a bus at the City Square to Shepherdstown, a ride of eight miles. Buses make several trips daily from Martinsburg, Hagerstown, and other nearby places to Shepherdstown.



**President Ikenberry welcomes two third-generation Shepherd College Students
(the parents and grandparents of these two were Shepherd Students).**

BUILDINGS AND EQUIPMENT

BUILDINGS

McMurran Hall is the original Shepherd College building erected by Rezin D. Shepherd in 1860 for community use. This building was transferred by perpetual lease to the Board of Trustees of Shepherd College by Shepherd Brooks, of Boston, on April 21, 1891. It contains eight rooms for classes in music, journalism and public speaking.

Reynolds Hall adjoins McMurran Hall, and was erected in 1889 by the citizens of Shepherdstown to be used by the College and the community. It has recently been redesigned and remodelled for forums, motion pictures, plays, musicales and assembly programs. A new Baldwin Organ has been installed in the auditorium to be used for organ concerts and instruction.

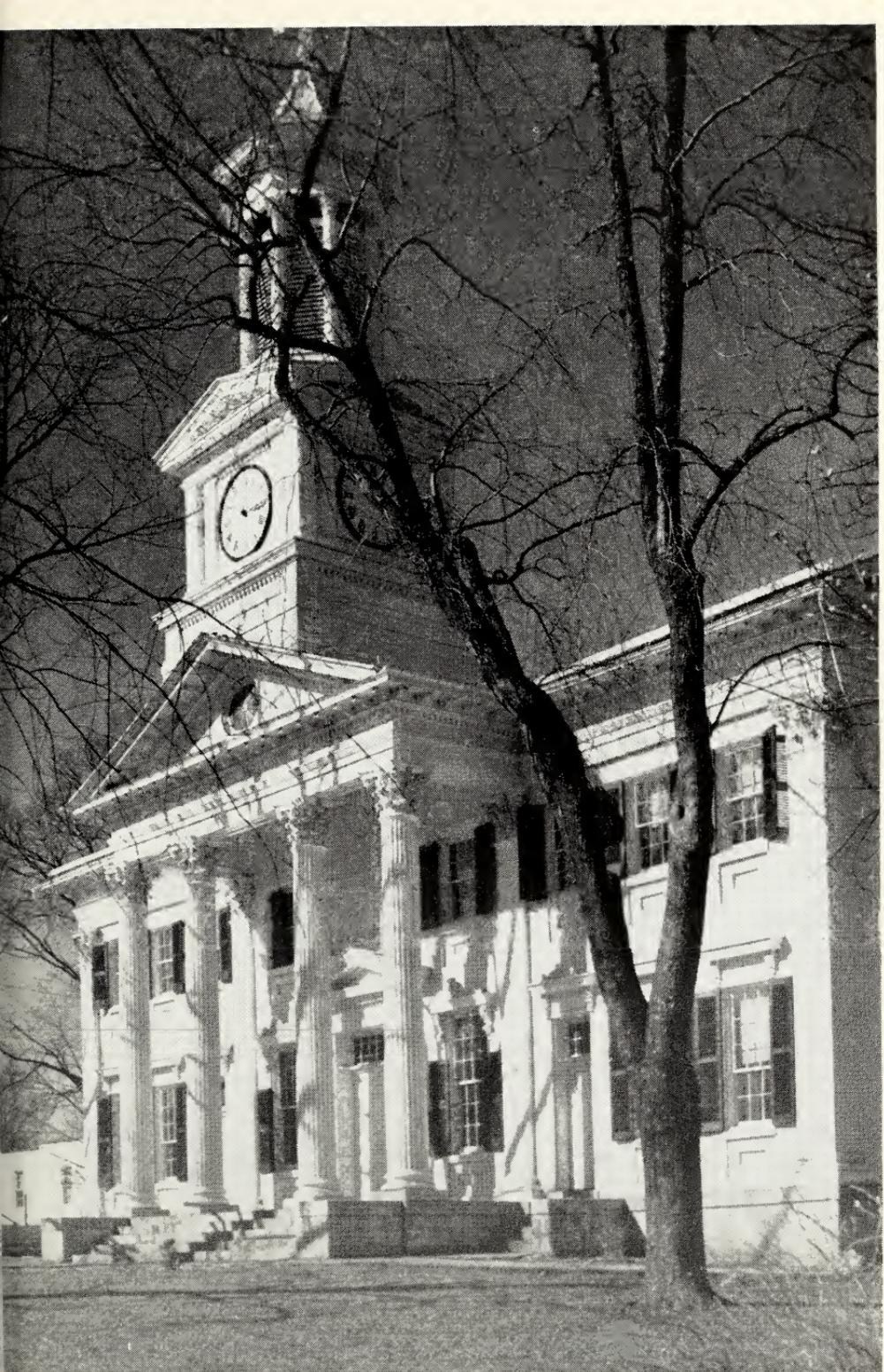
Knutti Hall is the main college building, completed and first occupied in the spring of 1904. The basement floor contains a newly-equipped remote control radio studio for college broadcasts which are carried over radio stations in Virginia, Maryland, and West Virginia, a gymnasium, a manual training shop, and bookstore. The first floor contains the President's Office, Academic Dean's Office, Dean of Students' Office, business office, library, and four classrooms. On the second floor are five classrooms, offices, rest rooms, and the new education laboratory and reading clinic.

Miller Hall, erected in 1915, is a three-story colonial dormitory for women. It is two squares from the main building. Laundry, kitchen, serving room and the heater room are on the first floor. On the second floor are a large reception room, office and nine bedrooms.

The President's Home is a ten-room house for the President of the College secured by the College in 1915.

Rumsey Hall is the men's dormitory. It is one square from the main building, and was purchased by the College in 1921. It contains twenty-seven bedrooms, two reception rooms, bathrooms and lavatories.

White Gymnasium was erected in 1925. In this building are physical education classrooms; and courts for basketball, indoor baseball and tennis.



Beautiful Historic McMurran Hall.

Snyder Science Hall is a three-story building, available for use at the beginning of the 1942 summer term. The first floor is devoted to a social room, laboratories for foods, dietetics, health services, textiles and clothing, and a unit for geology lectures and laboratory. The second floor has laboratories and classrooms for elementary and advanced biology, a bacteria culture room, museum, a plant room and an animal room. The third floor has a classroom and laboratories for elementary and advanced chemistry, a weighing room, a classroom and a laboratory for physics.

The College Cafeteria to the east of Science Hall was opened in 1948. All dormitory students are assigned to the cafeteria for their meals and commuting students get their lunch at the cafeteria at a reasonable cost. Tables will seat one hundred and fifty persons.

The Library occupies an attractive and well-lighted section of the first floor of Knutti Hall, extending nearly the length of the rear of this building. It contains approximately 22,000 well-selected volumes, including reference works, authoritative writing on education, and representative literature of outstanding modern authors as well as the classics of the past. About 175 general, technical and professional periodicals cover all courses in the curriculum, especially those relating to elementary and secondary education. The library offers a pleasant environment for study and research. It is open from 8:00 a. m. until 5:00 p. m. every school day, from 9:00 a. m. until noon on Saturday, and for night classes.

Fairfax Field lies in the rear of Miller Hall and is entirely adequate for all open air games, football, baseball, hockey and track. During the year 1942 this field was considerably improved by tile drainage, grading, erection of walls and grandstand.

Health and Physical Education Building. A new \$500,000 Health and Physical Education Building will be available during the second semester of the 1951-52 term. The building will contain two basketball courts, a swimming pool, student union center, two classrooms, health center, offices and athletic facilities. A new athletic stadium is being constructed in a natural bowl located near the Health and Physical Education Building and will provide an athletic field for football and track.

Men's Dormitory. A new \$400,000 men's dormitory will be ready for occupancy in the spring of 1952. This colonial building is a modern, three story, fireproof structure and will provide housing facilities for 150 Shepherd College students. The building is located on a commanding site overlooking the Potomac River.

SECTION III

ACADEMIC REGULATIONS



Admission conditions and credits

Classification of students

Student schedules

Withdrawals and change in assignments

Marking system

Honors

Scholarship requirements

Absences

ACADEMIC REGULATIONS

Admission Conditions and Credits

Admission will be based upon graduation from a standard high school which, according to the rules of the West Virginia Board of Education, means the completion of sixteen standard units. It is provided that any curriculum prescribed or provided for in the new high school course of study for West Virginia may be accepted as meeting this requirement.

Suggested High School Curriculum for College Entrance

English	4 Units
Social Studies	3 Units
Science	2 Units
Mathematics	2 Units
Vocational Subjects or Languages	2 Units
In one of the preceding groups one additional unit	1 Unit
Health, Physical Education, Art and Music	2 Units
 Total	 16 Units

It is recommended that high school students who will prepare for law and medicine include two units of Latin in their curriculum.

Engineering schools generally require one and a half units of algebra and one unit of plane geometry, and recommend one-half unit of solid geometry.

General Regulations

Shepherd College is dedicated to the building of good citizens. When a student enrolls at the college he has entered into an agreement to abide by all college regulations. Students who enter are expected to conduct themselves as ladies and gentlemen at all times. The college encourages all students to develop and maintain high standards of character and citizenship in their daily college living. Any student whose behavior, either on or off the campus, is considered by the college administration to be detrimental to the college or to the student will be required to withdraw from the college.

Credit for Work Done Elsewhere

Credit will be given students for satisfactory work done in other colleges given accredited standing by the West Virginia Board of Education, or accredited by a regional crediting association. Before receiving such credit, students must present a certified statement from such school setting forth in detail the work satisfactorily completed there. Graduates of accredited junior colleges are assigned a total of sixty-four hours credit.

Before the student's entrance, all credits must be sent to the Registrar.

College Credit for Military Service

Institutions of higher learning in West Virginia will grant credit of eight semester hours to an individual who presents evidence of having completed successfully the basic training courses in the Armed Forces. This credit shall be assigned to physical education, hygiene, military train-

ing, or appropriate electives. The eight semester hours allowed for basic or recruit training may be counted as lower division physical education unassigned, or may be counted toward the following requirements: two hours Health Education; two hours First Aid; four hours Recreational Activities; four hours Team Sports.

Correspondence work done with duly accredited institutions of higher learning cooperating with the Armed Forces Institute will be accepted by institutions of higher learning in West Virginia for the amount of credit allowed by the institution with which the credit was earned.

College Credits For Men Called to Military Service

The West Virginia Board of Education regulation dealing with this subject provides: "That men called to the armed services of the United States be granted full return of fees, but no credit if the call comes within the first half of the term; that there be no return of fees, but full credit by courses to men called to the armed services of the United States if the call comes during the second half of the term; provided, however, that credit as described above will be granted only in those courses in which the student is maintaining a passing mark at the time of his departure to military service. In the recording of final grades, for half of a term or more, both passing and failing grades are to be shown on the student's permanent record card."

How to Enroll

Students on the opening day of a term or semester should report to the library in Knutti Hall to receive detailed written instructions as to registration procedure. If any work has been done elsewhere, credits should be presented to the Academic Dean, who will indicate the classification of any student. All students should write out and carry a complete list of their college credits with them when consulting about class assignments.

Every student should familiarize himself with the college catalogue and all requirements for certificates and degrees, and is held primarily responsible for meeting those requirements.

Classification of Students

Classification of students is made on the following basis: first year, less than 24 semester hours; second year, 25 to 56 semester hours; third year, 57 to 91 semester hours; fourth year, 92 or more semester hours.

Amount of Work Taken

Thirty-two semester hours of work each year will usually prove sufficient for the average student. The first semester's work should not exceed seventeen hours and the work of any subsequent semester will be limited to seventeen hours, unless preceding work has reached a quality point average of three. Exception to these rules may be made only on petition to the Academic Dean.

Late Entrance

All students are urged to enroll on the first day of a semester or term. A student wishing to enter after the sixth day of a six weeks term, the

ninth day of a nine weeks term, or the eighteenth day of an eighteen weeks term, should write the Academic Dean for permission to enter late.

The student's load will be reduced one hour for each week of late entrance.

Withdrawal and Change in Assignment

Students desiring any change in assignment or permission to withdraw from any course should consult the Academic Dean. Withdrawal from one class and entrance into another after the first three weeks of a semester may be permitted only on petition to the Administrative Committee on Credits.

Necessary withdrawals from school should be reported to the Dean's office to avoid having all work reported as failures. Unauthorized withdrawals from class or school are reported as failures.

Withdrawal from the college must be reported and financial clearance made at the business office.

Marking System

A—Superior; B—Good; C—Average; D—Below average, lowest passing mark; E—Condition; F—Failure; I—Incomplete; W—Withdrew before mid-semester; WP—Withdrew passing after mid-semester; WF—Withdrew failing after mid-semester; WIF—Failure due to irregular withdrawal.

E—Condition indicates unsatisfactory work. When the condition is removed, the grade cannot be higher than D.

If the deficiency reported by E is not made up within a year, the grade automatically becomes F.

I—Incomplete is given to all students who miss some of the last exercises because of illness or other equally good reasons. When the work missed is done satisfactorily, the final grade may be any of the four passing marks.

If the deficiency represented by I is not made up within a year, the grade I automatically becomes F.

In a typical unselected group of 100 college students, we should normally expect to find approximately: A, 5; B, 25; C, 40; D, 25; I, E and F, 5.

Quality Points

A—4 quality points for each semester hour of credit.

B—3 quality points for each semester hour of credit.

C—2 quality points for each semester hour of credit.

D—1 quality point for each semester hour of credit.

Quality points are transferable among the colleges under the jurisdiction of the West Virginia Board of Education.

According to a regulation of the West Virginia Board of Education, quality points will be earned as follows: A, 4; B, 3; C, 2; D, 1; F, 0. For the freshmen entering Shepherd College a total of 256 quality points are required. Two additional quality points are required for each semester hour taken above the required 128 hours and for each semester hour on which the student fails to make a passing mark.

Honor Distinction

Students with averages of 3.50 (or above) graduate with high honors.

Students with averages of 3.00-3.49 graduate with honors.

Scholarship Requirements for Continuance in College

Any student making less than a grade point average of 1.100 in one semester will be placed on scholarship probation for one semester. Each student on probation must schedule fewer than sixteen hours of work and make a "C" average. If the student does not average "C" on the work taken during the semester of probation, the student will be refused admission to Shepherd College for a period of one semester.

A student who fails to pass on 50 per cent of the work carried in any semester will not be permitted to enroll the following semester without permission of the Administrative Committee.

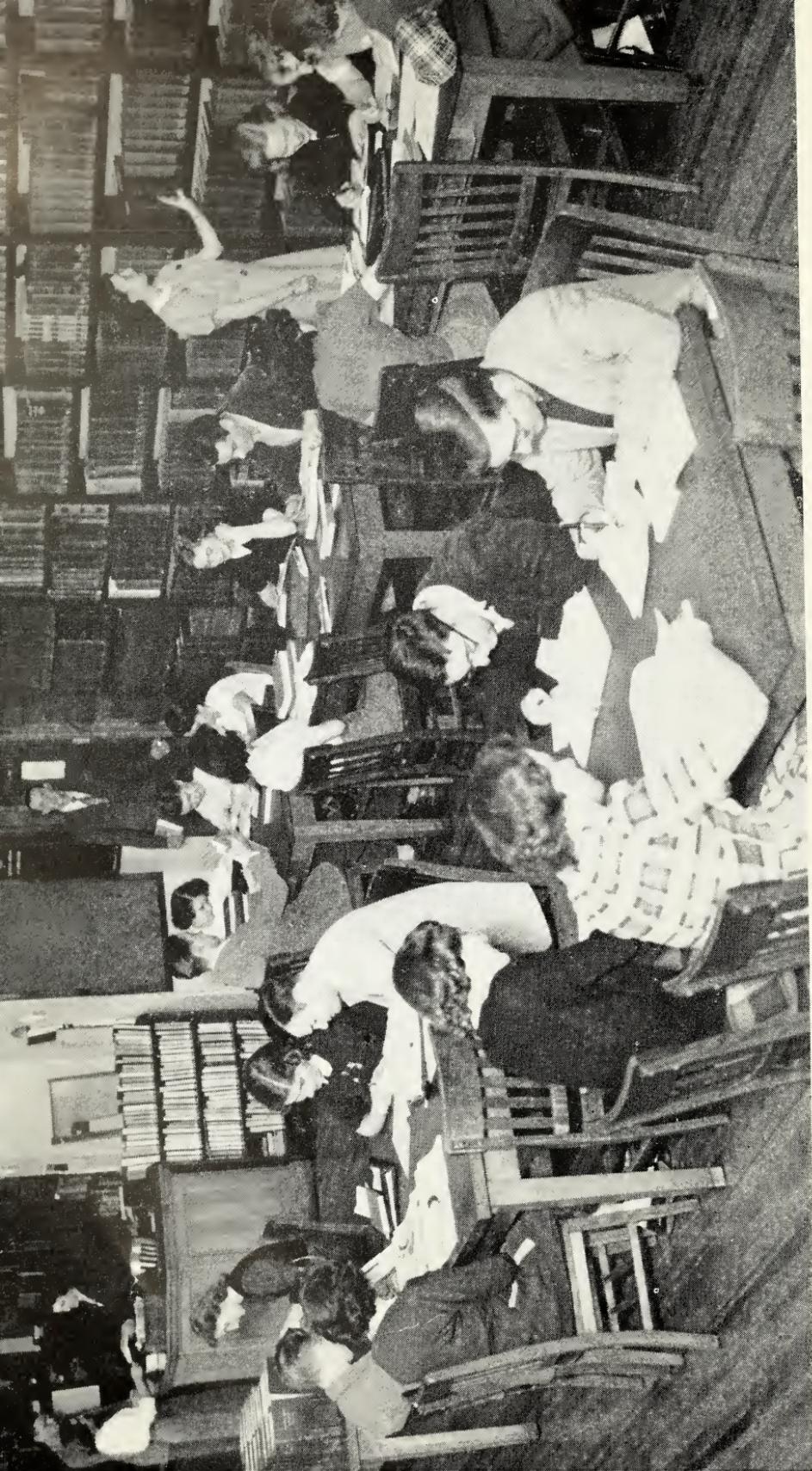
Absence from Classes

Students who are absent from classes, due to their own illness or to serious illness or death in their immediate families, to floods, and storms making transportation to and from college dangerous, to religious observances, or to participation officially in college activities, may secure excuses from their instructor. Such excuses will permit a student to make up the work missed. The excuse should be presented to the instructor within one week after the absence was incurred.

Excuses are not issued for "convenience" absences, such as are due to personal engagements of a business or other nature, to difficulties or inconveniences in commuting arrangements, and the like. "Convenience" absences are not permitted on the first meeting of a class or on any day of an assigned test.

Absences due to late registration are counted as "convenience" absences unless shown to meet the condition of "excusable" absences. Instructors will be strict in imposing a proportionate reduction from the final grade when the number of unexcused and "convenience" absences is in excess of one for each credit hour assigned to the course. If a student has been absent 15 per cent of the total class periods for any cause whatsoever, no final grade can be given without permission of the Committee on Credits.

Students at work in the College Library.



SECTION IV

FINANCES



College Expenses

Payments to the College

Residence of Students

Refunds

Bookstore

Loan Funds

Scholarships

COLLEGE EXPENSES

Enrollment Fees:

West Virginia Students:	Semester
Tuition	\$ 25.00
Student Activity Fee	10.00
Federal Tax on Activity Fee40
General Laboratory and Library Fee	3.00
 Total	 \$ 38.40

Non-Resident Students:	Semester
Tuition	\$100.00
Student Activity Fee	10.00
Federal Tax on Activity Fee40
General Laboratory and Library Fee	3.00
 Total	 \$113.40

Fees for Part-Time Students per Semester:

1 Semester Hour	\$ 5.00	5 Semester Hours	\$16.00
2 Semester Hours	8.00	6 Semester Hours	19.00
3 Semester Hours	10.00	7 Semester Hours	22.00
4 Semester Hours	13.00	8 Semester Hours	25.00

Part-time students pay one-half the regular Student Activity Fee or \$5.00 per semester and one-half the General Laboratory and Library Fee or \$1.50 per semester.

Summer School Fees:

	Term	
West Virginia Students:	6 Weeks	12 Weeks
Tuition	\$25.00	\$37.50
General Laboratory and Library Fee (One-half regular fee)	1.50	1.50
 Total	 \$26.50	 \$39.00

Non-Resident Students:

Tuition	\$37.00	\$74.00
General Laboratory and Library Fee (One-half regular fee)	1.50	1.50
 Total	 \$38.50	 \$75.50

College Extension Classes

Tuition per Semester Hour	\$7.50
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Other Special Fees

Private Music Lessons—Semester	\$ 18.00
Transcript Fee (After First Transcript)	1.00
Graduation Fee for Degree	8.00

Auditors pay one-half regular tuition fee per semester without receiving credit.

Dormitory and Cafeteria Rates:	Week	Semester
Room in Dormitory.....	\$3.00	\$54.00
Board in Cafeteria	8.00	144.00
Total.....		\$198.00
Dormitory Room and Key Deposit for year.....		\$5.00

(This deposit is required of all dormitory students and will be returned at the end of the year if the rooms and furniture are left in good condition.)

The College reserves the right to increase board rates to meet rising food costs.

PAYMENTS

"Board and room charges shall be divided into not over two equal installments per semester provided however, that the business manager of each school is authorized to accept payment for said charges for not less than one month in advance from students who present evidence of genuine financial need and their inability to meet the regular two installments as approved by the board."

The regulations of the West Virginia Board of Education provide that "No financial credit of any type shall be extended to any individual either student or other, at any state college or institution. All colleges and institutions shall operate on a strictly cash basis with all payments and obligations being collected in advance. All tuition and fees must be collected in full for each semester on enrollment day for such semester."

Student charges are payable at the time of enrollment for each semester. The college will withhold the student's grades, transcripts of credit, diplomas, and official reports about the student's record as long as the student has an outstanding balance due the college.

Approved Definition of Residence

"The residence of a person under twenty-one years of age is fixed by the residence of his parents, bona fide guardian, or the parent with whom he makes his home."

Note: A person named as a guardian for the purpose of obviating this provision is not a bona fide guardian. A declaration of intended residence in the state of West Virginia shall not constitute citizenship within said state for the purpose of establishing residence under this provision.

"A resident student is one whose actual bona fide residence is within the state of West Virginia. A person who resides in another state and comes into

West Virginia for the purpose of attending school, or for any other temporary purpose, must pay the tuition fee fixed for a non-resident student."

The college administration shall be responsible for the enforcement of this regulation.

Refunding Fees

Students withdrawing from the college before the end of the second week of a semester may obtain a refund of three-fourths of the semester's fees. Students withdrawing before the end of the fourth week of a semester may obtain a refund of one-half of the semesters fees. After the end of the fourth week no part of the fees can be refunded. This rule applies also to extension and night classes.

For the Summer Term no fees are refunded after the end of the second week.

Books

Students should not purchase new books until they have enrolled and been assigned to their courses. Students of the more advanced classes frequently have second-hand books for sale at from three-fifths to four-fifths of the original cost. New books may be secured from the College Book Store located in Knutti Hall.

STUDENT LOAN FUNDS AND SCHOLARSHIPS

Shepherd College Student Loan Fund

This fund was established in 1917 by gifts from the Class of 1917 and the faculty. Since that time, there have been many contributions made to this fund. For a number of years, Miss Ella May Turner, Emeritus Professor of English, has made substantial contributions to the fund. Mrs. Hazel Newman, Associate Professor of Home Economics, has deposited with the Student Loan Fund a principal sum of \$75.00, which fund may, upon proper qualifications, be loaned to deserving seniors in Home Economics.

The purpose of the Student Loan Fund is to provide small, short term loans to assist students in meeting their financial obligations. During each academic year the student loan fund assists more than 100 college students. Students interested in securing loans should contact the Dean of Students.

Educational Loan Funds for College Students

The following organizations have established educational loan funds for worthy students interested in attending college that are available at reasonable terms. Students interested in securing loans should write or see the Dean of Students for further information.

Knight Templar Educational Loan Fund

West Virginia Federation of Women's Clubs Loan Fund

Martinsburg Rotary Club Loan Fund

Shenandoah Valley Chapter, National Society, Daughters of American Revolution Loan Fund.

Raymond Baby Scholarship Fund for Freshmen

Four tuition scholarships are available each year to outstanding high school graduates entering the Freshman Class at Shepherd College. These scholarships are made available by bequest made by the late Raymond Baby of Shepherdstown to encourage worthy students to attend Shepherd College. For information write to the President of Shepherd College.

Elementary Teachers Scholarships

The West Virginia Board of Education has authorized Shepherd College to grant three elementary scholarships each academic year covering all tuition for four consecutive years following graduation from high school to be based upon scholarship, personality, teaching aptitude and economic status. Each applicant pledges to teach four years in the elementary schools of West Virginia. Applicants should write the President of the college.

American Legion Speech Contest Winners

The West Virginia Board of Education awards a four year scholarship to the winners of the various district speech contests sponsored by the American Legion each year. Students eligible for this scholarship should write the President of the college.

Tomaz Pimentel Scholarship for Latin American Students

This \$400.00 annual scholarship was established by Mr. Carlos Pimentel, a member of the Class of 1950, in honor of his father, Mr. Tomaz Pimentel of St. Paulo, Brazil, to enable a worthy Latin American student to attend Shepherd College each year.

Martinsburg Chamber of Commerce Scholarships

Several scholarships have been made available to assist worthy high school graduates from Berkeley County to attend college. For additional information contact the Manager, Martinsburg Chamber of Commerce.

Phi Sigma Chi Sorority Scholarship

This sorority has established a scholarship to assist an outstanding freshman woman to attend Shepherd College. For information write the President, Phi Sigma Chi Sorority, Shepherd College.

Alpha Sigma Tau Sorority Scholarship

The Alpha Sigma Tau Sorority has established a scholarship to assist an outstanding freshman woman to attend Shepherd College. For information write the President, Alpha Sigma Tau Sorority, Shepherd College.

Charles Town American Legion Scholarships

The Jackson Perks Post No. 71 of the American Legion of Charles Town, West Virginia awards annually two four year scholarships to graduates of the Charles Town and Harpers Ferry high schools. These scholarships are awarded on the basis of relationships to World Wars I and II veterans for high scholastic averages. The amount of each scholarship is \$500.00. For additional information contact Mr. Charles Printz, Charles Town, West Virginia.

Additional Scholarships and Assistance

Sons and Daughters of Deceased War Veterans. For information write the Department of Veterans Affairs, Charleston, West Virginia.

Physically Handicapped Students. For information write the Division of Vocational Rehabilitation, State Board of Education, Charleston, West Virginia.

SECTION V

STUDENT LIFE



Housing

Counseling

Personnel Services

Rules

Religious Influence

Social Life

Assemblies

Student Activities

Student Organizations

STUDENT LIFE

Housing

All students, except those who live at home, are required to live in the college dormitory and board in the cafeteria unless excused by the Dean of Students.

A security deposit of \$5.00 must accompany each dormitory application. This deposit must be made at the time the students apply for admission. Make checks payable to Shepherd College.

Each dormitory is under the direction of a resident counselor who is a mature person and is trained to deal with the personal problems of students. Special attention is directed to the social problems and to the over all morale of the students in the hall. Each resident counselor has several proctors under his supervision. The proctor is an undergraduate student chosen because of his experience and maturity to assist the resident counselor with the residence hall counseling program.

Private homes. Students who fail to secure places in the dormitory may find room and board in private homes.

The college has jurisdiction over these private places, and persons who keep students are required to cooperate with college authorities in reference to college regulations and conduct of students. Students living off-campus are expected to observe the same regulations which prevail in college owned residence halls.

Student Counseling Service

The counseling program is designed so that every Shepherd student will have a faculty member with whom he or she may discuss problems of academic and non-academic nature as they arise. The Dean of Students acts as a coordinator for the program and is always anxious to discuss problems of any nature which may arise in the life of the college student.

Each student is assigned a faculty advisor at the beginning of the school year. These advisors are available for arranging suitable schedules of work and for counsel on personal, social, and academic problems. Health problems should be referred to the instructors in physical education. Instructors in the department in which a student is majoring may be of special service. All members of the faculty are available and will gladly give time for advice. Each instructor has posted a time, at least once a week, especially reserved for conferences.

Students will find it profitable to discuss their general academic programs, from time to time, with the head of the department in which they are majoring.

Additional Personnel Services

In addition to the above personnel services, the Dean of Students coordinates and supervises the Student Counseling Service which makes avail-

able academic, vocational, and personal counseling. Remedial agencies in reading and speech are provided by the education and drama departments, respectively.

The Dean of Students assists with student placement. This service includes the assembling of personal data and information concerning the student's extra curricular activities and scholastic records as well as obtaining recommendations from persons qualified to speak concerning the student's training, character and probable success. This office receives requests for part time employment on the campus or off the campus.

This office assists students to obtain financial aid in the form of a student loan. The loan fund is small and students must meet certain standards before they are eligible for a loan. Ordinarily, loans are not granted until the student has completed at least one semester in college. The purpose of this fund is to supplement in special cases of need where small amounts are involved.

The Rules We Live By

The rules and regulations for the government of the dormitory are designed by student occupants to meet the intellectual, social, and moral needs of the students and are rigidly enforced. The possession or use of intoxicants is prohibited. Any student who refuses to conform to the regulations shall be dismissed from the college. No deductions in financial obligations to the college are made on account of absences from the dormitories except at the regularly scheduled holiday vacations and in cases of an emergency.

Religious Influence

Shepherd College encourages character building and religious living. It is often found that the moral and religious atmosphere pervading a State School is in every way as wholesome and as conducive to upright Christian living as that of schools which are under the control of some religious sect.

Shepherdstown has excellent advantages in this regard, there being six churches having regular services, presided over by a clergyman of unusual ability. Students are welcomed to services by both pastor and congregation and find here a pleasant church home. Most of the students are active workers in the Sunday schools and churches, as are most of the members of the faculty.

Social Diversions

Social diversions of a pleasing cultural character are prevalent at Shepherd College. Receptions are given each year by the faculty and the various student organizations. A weekly social hour is held in the recreation room of Science Hall. All these functions are given under proper supervision and they do much toward bringing about the cordial and sympathetic relationship between faculty and students that is so characteristic of the college.

College Assemblies

At a college assembly, held each Wednesday morning at 10:00 a.m., there are special lyceum or entertainment numbers, visiting speakers of note, and programs prepared by student groups. Every student is expected to be present at these assemblies.

STUDENT ACTIVITIES

The Student Association—This is directed by the student president, vice-president, secretary-treasurer and members of the College Council, two from each class. This association has a committee on social activities, a committee on student publications, and a committee on athletics. Adviser, Dean DeWitt.

Student Christian Association—A religious organization for men and women to promote and minister to the spiritual needs of student life. The student Christian association is a non-sectarian organization. Advisers, Mr. Harris, Miss Williams.

The Picket—The college paper now in its fifty-fifth year is issued twenty times a year by a staff of student editors and reporters elected from the classes in journalism. Adviser, Mr. Horner.

Cohongoroota—The college annual which is published each year by students of the college. Adviser, Miss Huffaker.

Alpha Psi Omega—This is the national honorary dramatic fraternity of the campus. It was founded at Fairmont State College in 1925 and chartered at Shepherd College in 1932. Some of the college plays are sponsored by this society. Plays of high quality are produced in the new Reynolds Hall. Added training may be had by participation in a number of one-act plays produced by students under the supervision of the director. Adviser, Dr. Malton.

Kappa Delta Pi—This is a national society in education open to juniors and seniors maintaining honor standards in academic subjects and education. Founded at the University of Illinois in 1911, its 119th, or Delta Psi Chapter, was installed at Shepherd College on May 27, 1939. Adviser, Dr. Ash.

Radio Broadcasting—Increased interest in radio on the campus has attracted both students and faculty to join together in weekly broadcasts which are carried over WEPM, WINC, WRFL and WARK. A fine new broadcasting studio with the latest in radio equipment is one of the many new features in student activities at Shepherd College. Adviser, Dr. Wiksell.

International Relations Club—This student club, organized for the study of international problems, is sponsored by the Carnegie Foundation on condition that the members study and discuss world affairs from an unprejudiced and objective point of view. Adviser, Dr. Scarborough.

The Shepherd College Choir—The Choir was organized in September, 1936, for the purpose of offering opportunity for study and public performance of the best choral literature, especially that of the a cappella style. To gain entrance to the choir one must make application for membership and take tests for talent and ability during the first week of the first semester. Director, Mr. Farnsworth.

Future Teachers of America—The Cohongoroota Chapter of the Future Teachers of America was chartered in 1939 by the National Education Association. It is the "Junior" Education Association which gives students preparing to teach the same services and magazines that public school teachers get for one-fifth of the regular membership fee. The organization meets the first Monday evening of each month. Adviser, Miss Shaw.

Home Economics Club—Organized in 1942 and open to all students interested in home economics. Luncheon meeting once a month. Adviser, Mrs. Newman.

The College Band and Orchestra—These two organizations offer an excellent opportunity for those who play musical instruments to continue in their instrumental careers. Participation in these groups is available either for credit, or on the basis of co-curricular activity. Meeting several times a week, the band and orchestra present numerous public programs throughout the school year, climaxed by the annual spring band concert in early May. Director, Mr. Frank.

Varsity Club—An organization to maintain a high level of sportsmanship and athletic performance at Shepherd. Adviser, Mr. Moore.

College Athletics—The College participates in three intercollegiate sports, football, basketball, and baseball. An opportunity is given to all male students to try out for these sports. The college is a member of the West Virginia Intercollegiate Athletic Conference. Director, Mr. Moore.

Intramural Sports—Men and women are given an opportunity to participate in a broad and varied program of intramural sports. This program is in operation through the school year. Director, Miss Conard.

Cheerleaders—An organization to develop and maintain high morale and sportsmanship for all college athletic events. Adviser, Miss Ruth Conard.

The Interfraternity Council is composed of the president and one member from each fraternity. This group is concerned with the many problems confronting the college fraternity. The primary aim is to strengthen and further the interests of the college and the fraternity system. Advisers: Faculty advisers from each organization and the Dean of Students.

The Panhellenic Council is composed of the president and one member from each sorority. The council helps sorority women to formulate their policies for the welfare of the college community and the sorority system. Advisers: Faculty advisers from each sorority.

Pi Delta Epsilon is a national honorary collegiate journalism fraternity to elevate the cause of journalism and to foster the mutual welfare of student publications. Advisers: Mr. Warren Horner, Miss Louise Huffaker.

Class Organizations

Each class organization has access to an adviser who will aid them in developing worthwhile activities—both social and academic.

Senior Class—Mr. Farnsworth.

Junior Class—Mr. Harris

Sophomore Class—Mr. Printz.

Freshman Class—Dean DeWitt.

Social Fraternities

Theta Sigma Chi Fraternity—Mr. Egle, Dr. Klug

Zeta Sigma—Mr. Thacher, Mr. Frank.

Phi Sigma Chi—Mrs. Ernest Stutzman, Miss Conard.

Alpha Sigma Tau—Miss Cree.



The Queen's Ball sponsored by Dramatic Fraternity.

SECTION VI

COLLEGE AND ACADEMIC PROGRAM



Academic Sessions

Pre-Professional and Terminal Courses

Course Numbers

Schedule of Classes

THE COLLEGE PROGRAM

The college year is divided into two semesters and a summer session. Within the two semesters, instruction is offered in: 1. Regularly scheduled classes meeting at the College during the day for thirty-six weeks; 2. Evening classes meeting at the College on Wednesday for thirty-six weeks; 3. Extension classes meeting in other communities for twenty-four weeks.

Evening Classes

On Wednesday evening, many departments of the College offer courses from six to ten o'clock. Work done in these classes receives residence credit. The tuition is the same as that for day classes.

Extension Classes

Instruction is furnished by the College for extension classes wherever there is sufficient demand, provided the group is within reasonable traveling distance. Such classes may be formed by local groups in consultation with the College Dean. Classes are organized on the semester basis, and offer non-resident credit. Tuition \$7.50 per semester hour.

Evening and extension classes are open to properly qualified persons and may be taken with or without college credit. No student under contract to teach may receive more than 8 semester hours credit during the year in either evening or extension classes.

Summer Session

During the summer instruction is offered in regularly scheduled classes meeting five times a week for two six weeks terms. Work in the summer session is controlled by the same standards as that in the academic year, and many students attend the entire forty-eight weeks, graduating in their third year of attendance.

Academic Program

Terminal and Pre-Professional Courses

PRE-AGRICULTURE

First Year

First Semester		Second Semester	
Animal Husbandry 120	3	Poultry 103	4
Written and Spoken English 101	3	Written and Spoken English 102	3
General Botany 208	4	General Zoology 209	4
General Chemistry 101	4	General Chemistry 102	4
General Sociology 203	3	Electives	1
Total	17	Total	16

Second Year

First Semester		Second Semester	
Prin. of Horticulture 111	3	Dairy Husbandry 105	3
General Physics 211	4	General Physics 212	4
Economic Principles 205	3	Fundamental Soc. Problems 211	3
Organic Chemistry 315	4	Prin. of Effective Speech 201	3
Dev. Soc. Institution 101	3	Dev. Soc. Institution 102	3
Total	17	Total	16

ONE-YEAR COURSE IN COMMERCE

First Semester		Second Semester	
Written and Spoken English 101	3	Written and Spoken English 102	3
Mathematics of Finance 211	2	Introductory Accounting 102	4
Introductory Accounting 101	4	Typing 104	2
Typing 103	2	Stenography 202	4
Stenography 201	4	Geography of North America 102	3
Electives	1	Electives	1
Total	16	Total	17

PRE-DENTAL COURSE

First Year

First Semester		Second Semester	
General Botany 208	4	General Zoology 209	4
General Chemistry 101	4	General Chemistry 102	4
Elementary French 101 (Unless 2 units were taken in high school)	3	Elementary French 102 (Unless 2 units were taken in high school)	3
Written and Spoken English 101	3	Written and Spoken English 102	3
Electives	2	Chemistry 108	2
Total	16	Total	16

Second Year

First Semester	Second Semester
French Fiction 201	3
General Physics 211	4
Organic Chemistry 315	4
Biology 332	4
Electives	2
	or
	Biology 401
	Electives
Total	17
	Total
	17

PRE-ENGINEERING COURSE**First Year**

First Semester	Second Semester
Written and Spoken English 101	3
Plane Trigonometry 102	3
Chemistry 101	4
Advanced Algebra 201	4
Mechanical Drawing 101	3
Total	17
	Total
	16

Second Year

First Semester	Second Semester
General Physics 211	4
Differential Calculus 305	4
Effective Speaking 201	2
Principles of Economics 205	3
Physical Geology 206	3
	Total
Total	16

(Solid Geometry must be taken by students who did not have it in high school.)

PRE-LAW COURSE

A three-year arts and science course, requiring 96 semesters hours, which should include:

Written and Spoken English 101, 102	6
Principles of Effective Speaking 201	2
Advanced Written and Spoken English 406	3
English Literature 211	3
American Literature 212	3
Early American History 201	3
Later American History 202	3
Modern European History 333	4
Principles of Economics 205	3
Economic Problems 206	3
General Sociology 203	3
American Federal Government 301	3

Constants in Science or Mathematics and in Foreign Language of the Bachelor of Arts course.

PRE-MEDICAL COURSE**First Year**

First Semester		Second Semester	
General Botany 208	4	General Zoology 209	4
General Chemistry 101	4	General Chemistry 102	4
Elementary French 101 (unless 2 units were taken in high school)	3	Elementary French 102 (unless 2 units were taken in high school)	3
Written and Spoken English 101	3	Written and Spoken English 102	3
Electives	2	Chemistry 108	2
Total	16	Total	16

Second Year

First Semester		Second Semester	
French Fiction 201	3	French Drama 202	3
General Physics 211	4	General Physics 212	4
Comparative Anatomy 332	4	Embryology 406 or Histology 401	4
Qualitative Analysis 311	4	Quantitative Analysis 312	4
Elective	1	Electives	2
Total	16	Total	17

Note—The minimum requirement for admission to a school of medicine is three years of pre-medical preparation.

Courses in biological science and chemistry should not include subjects that are duplicate courses given in schools of medicine, such as biological chemistry, human physiology, etc.

Some medical schools require or recommend 6 hours of mathematics, that comparative anatomy and chemistry be taken the year before entering medical school, and recommend or require a knowledge of Latin.

Organic chemistry is usually deferred until the third year of pre-medical preparation.

PRE-MEDICAL TECHNICIAN COURSE**First Year**

First Semester		Second Semester	
General Botany 208	4	General Zoology 209	4
General Chemistry 101	4	General Chemistry 102	4
Written and Spoken English 101	3	Bacteriology 302	4
Electives:	5	Written and Spoken English 102	3
Advanced Algebra 202		Chemistry 108	2
General Sociology 203			
English Literature 211			
Total	16	Total	17

Second Year

First Semester		Second Semester	
Comparative Anatomy 332	4	Embryology 406	4
Qualitative Analysis 311	4	Quantitative Analysis 312	4
Electives:	8	Electives:	8
English Literature 211		American Literature 212	
Personal Hygiene 103		Health Problems 312	
Early American History 201		Later American History 202	
General Physics 211		General Physics 212	
Total	16	Total	16

PRE-MINISTERIAL COURSE**First Year**

First Semester		Second Semester	
Written and Spoken English 101	3	Written and Spoken English 102	3
Development of Social Institutions 101	3	Development of Social Institutions 102	3
General Sociology 203	3	General Psychology 103	3
English Literature 211	3	American Literature 212	3
Voice and Diction 200	2	Principles of Effective Speaking 201	2
Foreign Language	3	Foreign Language	3
Total	17	Total	17

Second Year

First Semester		Second Semester	
Early American History 201	3	Later American History 202	3
Bible as Literature 308	3	Oral Interpretation of Literature 323	3
American Federal Government 301	3	Medieval History 332	2
Ancient Civilization 331	2	Electives	5
Advanced Public Speaking 315	3	Foreign Language	3
Foreign Language	3		
Total	17	Total	15

PRE-NURSING COURSE**First Year**

First Semester		Second Semester	
General Botany 208	4	General Zoology 209	4
General Chemistry 101	4	General Chemistry 102	4
Written and Spoken English 101	3	Written and Spoken English 102	3
Electives:	5	Electives:	5
French 101		Chemistry 108	
Development of Social Institutions 101		French 102	
Team Sports 211		Development of Social Institutions 102	
Effective Speaking 201		Voice and Diction 200	
Total	16	Total	16

**PRE-PHYSICAL THERAPY AND PRE-OCCUPATIONAL
THERAPY****First Year**

First Semester		Second Semester	
English 101	3	English 102	3
Botany 208	4	Zoology 209	4
General Chemistry 101	4	General Chemistry 102	4
Physical Education 121	1	Chemistry 108	2
Sociology 203	3	Physical Education 122	1
Electives	2	Sociology 204	3
Total	17	Total	17

Second Year

First Semester	Second Semester
Physics 211	4
Human Development 101	3
Physical Education elective	3
Electives	6
Total	16
	Total
	16

PRE-VETERINARY COURSE**First Year**

First Semester	Second Semester
Written and Spoken English 101	3
Development of Social Institutions 101	3
Botany 208	4
General Chemistry 101	4
Electives	2
Totals	17
	Total
	16

Second Year

First Semester	Second Semester
General Physics 211	4
Fundamental Social Problems 211	3
Entomology 303	3
Comparative Anatomy 332	4
Electives	2
Totals	17
	Total
	17

GENERAL EDUCATION**Freshman and Sophomore Schedule****Freshman Year**

First Semester	Second Semester
Written and Spoken English 101 ... 3	Written and Spoken English 102 ... 3
Development of Social Institutions 101 3	Development of Social Institutions 102 3
General Biological Science 101 or General Physical Science 103 3	General Biological Science 102 or General Physical Science 104 3
Orientation, General 101 1	Orientation, General 102 1
Orientation, Physical Education 121 1	Orientation, Physical Education 122 1
Electives 5	Electives 5
Total 16	Total 16

Sophomore Year

First Semester	Second Semester
Human Development 101 3	Human Development 102 3
Fundamental Social Problems 211 3	Fundamental Social Problems 212 3
Study and Appreciation of English Literature 211 or Study and Appreciation of Ameri- can Literature 212 3	Advanced Written and Spoken English 406 3
Music in Human Relations 301 2	Art Appreciation 303 2
Electives 5	Electives 5
Total 16	Total 16

SECTION VII

CURRICULA



Divisions and Departments

General Education

Economics and Social Studies

Elementary Education

Secondary Education

Single Curriculum

Teaching Certificates

Fine Arts

Health and Physical Education

Languages and Literature

Science and Mathematics

Vocational Education

OUTLINE OF WORK BY DIVISIONS AND DEPARTMENTS

Explanation of Course Numbers—Courses numbered 100 to 199 are for first year students; 200 to 299 for second year students; 300 to 399 for third year students; 400 to 499 for fourth year students. First year students are not usually admitted to courses numbered 300 or above. Third and fourth year students are expected to elect at least half of their work from courses numbered 300 or above.

Meaning of Terms Used—The term "hour" or "hours" means semester hour or hours. A semester hour consists of one hour of recitation with two preparation hours per week for eighteen weeks. From twelve to seventeen semester hours constitute a full time load for a student in a semester. The normal load is sixteen hours, thus making 128 hours in eight semesters or four years, 128 hours being required for a degree.

The term "teaching field" means the subject matter field of specialization in a curriculum for teachers. Usually a student elects two teaching fields. The terms "major" and "minor" refer to areas of specialization in the college liberal arts curriculum.

Schedule of Classes

Complete Schedule of Classes Offered Each Semester—A complete schedule of classes offered each semester, showing days of the week and the hours at which they will meet, will be available approximately six weeks before the beginning of the semester. Each course will be given as scheduled if ten or more students register for the course. If fewer than ten students register, college officials reserve the right to cancel the course. Each course for which no semester or year is indicated will be offered when the divisional chairman in cooperation with the instructor determine the need and recommend that it be given.

Requirements for Graduation

Degrees Conferred: The degree of Bachelor of Science is conferred upon graduates majoring in Biology, Chemistry, Commerce, Home Economics, Mathematics, Physical Science, Physical Education and Secretarial Studies. The Bachelor of Arts degree is conferred upon majors in other departments and upon students in the field of education. The Bachelor of Arts degrees are Bachelor of Arts, Bachelor of Arts in Elementary Education, Bachelor of Arts in Secondary Education, and Bachelor of Arts in Public School Education (Single Curriculum).

Semester hours required: For graduation, a minimum of 128 semester hours with 256 quality points is required. Of the 128 hours of credit, a minimum of 45 must be earned in courses above the sophomore level.

Electives: Elective courses in the major, minor or teaching field must be approved by the respective major professors, as follows: Art, Mrs. Scanlon; Biology, Mr. Harris; Business Administration, Mr. Printz; Chemistry or Physics, Dr. Shirley; Economics or Geography, Mr. Thacher; Agriculture, Mr. Swecker; Secondary Education or Public School Education, Dr. Ash; Elementary Education, Miss Shaw; English or Speech, Dr. Wiksell; French, Music or Spanish, Mr. Farnsworth; Government, Dr. Klug; History, Dr. Scarborough; Home Economics, Mrs. Newman; Library, Miss Huffaker; Mathematics, Mr. Clay; Physical Education, Miss Cree; Secretarial Studies, Miss Williams; Dramatics, Dr. Malton.

Residence: At least 32 semester hours of resident study at this college is required before graduation. A portion of these hours must be done in residence during the year of graduation. Graduation exercises are held once a year at the close of the second semester.

Graduation: An application for graduation and a graduation fee of \$8.00 should be sent to the Academic Dean six weeks prior to the date of graduation.

GENERAL EDUCATION

COURSE REQUIREMENTS FOR THE BACHELOR OF ARTS AND THE BACHELOR OF SCIENCE DEGREES

English (12 hours):

Written and Spoken English.....	6
Advanced Written and Spoken English.....	3
Study and Appreciation of American Literature	
or	
Study and Appreciation of English Literature.....	3

Social Studies (12 hours):

Development of Social Institutions.....	6
Fundamental Social Problems.....	6

Science (6 hours):

General Biological Science	
or	
General Physical Science.....	6

Professional Subjects (6 hours):

Human Development and Adjustment.....	6
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Music (2 hours):

Music in Human Relations.....	2
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Art (2 hours):

Art Appreciation.....	2
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Physical Well-being (2 hours):

Freshman Orientation (Physical Education).....	1
Freshman Orientation (Physical Education).....	1

Social Well-being (2 hours):

Freshman Orientation (General).....	1
Freshman Orientation (General).....	1

Total.....	44
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DIVISION OF ECONOMICS AND SOCIAL STUDIES

DR. SCARBOROUGH, *Chairman*, DR. KLUG, MR. LOWE, MR. MORROW,
MR. PRINTZ, DR. STABLER, MR. THACHER

BUSINESS ADMINISTRATION

Purposes: To prepare students to meet the demands of business and industry, and for the teaching of business principles in the commerce department in high school.

Curriculum for a Major in Business Administration

Required courses in Business Administration, 32 hours:

Introductory Accounting 101, 102	8
Business Organization and Management 301, 302	4
Principles of Economics 205	3
Economic Problems 203	3
Mathematics of Finance 211	2
Electives, 12 hours:	
Intermediate Accounting 203	3
Advanced Accounting 204	3
Cost Accounting 401	3
Auditing 402	3
Money and Banking 305	3
Public Finance 303	3
Personnel Administration and Labor Relations 403	3
Economic Geography 301	3
Economic History of the United States 311	3

Curriculum for a Minor in Business Administration

Required courses in Business Administration, 22 hours:

Introductory Accounting 101, 102	8
Business Organization and Management 301, 302	4
Principles of Economics 205	3
Economic Problems 206	3

Electives, 4 hours:

Intermediate Accounting 203	3
Advanced Accounting 204	3
Mathematics of Finance 211	2
Cost Accounting 401	3
Auditing 402	3
Money and Banking 305	3
Public Finance 303	3
Personnel Administration and Labor Relations 403	3
Economic Geography 301	3
Economic History of the United States 311	3

Curriculum for Teaching Field, Business Principles

Required courses, 29 hours:

Introductory Accounting 101, 102	8
Typewriting 103, 104	4
Business Law 303	3
Economic Principles 205	3

Economic Problems 206	3
Money and Banking 305	3
Mathematics of Finance 211	2

Electives:

Principles of Marketing 306	3
or	
Retail Merchandising 304	3

101. **Introductory Accounting.** Credit, four hours. Fundamentals of corporate accounting; the accounting cycle, including journalizing, posting, preparing working papers and statements, adjusting and closing entries. Practice sets lend themselves to completion as an assignment with a single chapter. First Semester.
102. **Introductory Accounting.** Credit, four hours. A continuation of 101. Forms of business organization, the proprietorship, partnership, and corporation; manufacturing accounting, fixed assets, sinking funds, reserves, and an analysis of financial statements. Practice sets deal entirely with corporate problems. Second Semester.
203. **Intermediate Accounting.** Credit, three hours. Principles of balance sheet valuation and profit determination, with greater emphasis on accounting theory; effects of recent legislation on capital stock accounts, treasury stock, stated capital, and earned surplus. First Semester.
204. **Advanced Accounting.** Credit, three hours. Current theories and procedures relating to partnerships, insurance, subsidiaries, estates and trusts, foreign exchange, budgets and stock brokerage; consolidated profit and loss statements, consolidations, mergers and financing.
205. **Principles of Economics.** (See Economics)
206. **Economic Problems.** (See Economics.)
211. **Mathematics of Finance.** (See Mathematics.)
300. **Government in Business.** (See Economics.)
301. **Business Organization and Management.** Credit, two hours. Structure of business organization, methods of financing business enterprises, and labor relationships; emphasis on the principles of scientific management. First Semester.
302. **Business Organization and Management.** Credit, two hours. A continuation of 301. Scientific management, production methods, marketing, and relationship of business and government. Second Semester.
303. **Business Law.** Credit, three hours. Fundamentals of business law relative to contracts, sales, bailments, and negotiable instruments; legal aspects of the law of employment, partnerships, corporations, and property; case studies providing ample opportunity for students to develop skill in the legal approach to problems.
304. **Retail Merchandising.** Credit, three hours. Retail store operation, including merchandising, advertising and display, sales promotion, personnel work, building management, selling, service, retail accounting, credits and collection. First Semester.
305. **Money and banking.** (See Economics.)
306. **Principles of Marketing.** Credit, three hours. Elements of marketing and outstanding marketing problems; the marketing system as it exists and functions today. Second Semester.

313. **Business Law.** Credit, three hours. Continuation of Business Law, 303.
401. **Cost Accounting.** Credit, three hours. The economic, industrial engineering, and managerial aspects of cost accounting; process and job order costs, standard and actual costing.
402. **Auditing.** Credit, three hours. Principles and problems of modern auditing demanded for skilled public accountants; auditing of a complete set of books by each student.
404. **Income Tax Accounting.** Credit, three hours. A study of federal income taxes for individuals, partnerships and corporations; and the preparation of returns.

ECONOMICS

Purposes: To give an understanding of economic principles and practical interdependence of the world.

Curriculum for a Major in Economics

Required courses in Economics, 30 hours:

Economic Principles 205	3
Economic Problems 206	3
Money and Banking 305	3
Public Finance 306	3
Economic and Social History of the United States 311	3
Economic Geography 301	3
Mathematics of Finance 211	2

Electives, 10 hours

Business Organization and Management 301, 302	4
Business Law 303, 313	6
Retail Merchandising 304	3
Principles of Marketing 306	3
Personnel Management 403	3
Business Statistics 405	2
Agricultural Economics 106	3

Curriculum for a Minor in Economics

Required courses in Economics, 21 hours:

Principles of Economics 205	3
Economic Problems 206	3
Economic Geography 301	3
Money and Banking 305	3
Economic and Social History of the United States 311	3

Electives, 6 hours

205. **Principles of Economics.** Credit, three hours. Current business organizations, factors of economic production, brief history of banking. First Semester.
206. **Economic Problems.** Credit, three hours. Practical problems of economic production, distribution and consumption of commodities, employment problems. Prerequisite: Economics 205. Second Semester.
300. **Government and Business.** Credit, three hours. Control of business by states and federal governments, beginning with a study of the functions of the state, showing relationship of government to business, and followed by a discussion of government control. First Semester, 1952-53.

301. **Economic Geography.** (See Geography.)
305. **Money and Banking.** Credit, three hours. A practical study of banking, with laboratory exercises; relation of banking to business and borrowing processes. Prerequisite: Economics 205. Second Semester.
306. **Public Finance.** Credit, three hours. Characteristics of different types of taxation; sources and uses of public monies. First Semester, 1951-52.
311. **Economic and Social History of the United States.** Credit, three hours. Economic growth and social development of the United States. First Semester.
403. **Personnel Management.** Credit, three hours. Source of labor, analysis of labor force, job analysis, recruitment, wages, hours, welfare, collective bargaining, labor relations and conflicts.
405. **Business Statistics.** Credit, three hours. Methods of collecting, charting, analyzing, and interpreting business data with emphasis upon index numbers, and economic trends.

GEOGRAPHY

Purposes: To develop a wide understanding of the people of the world and a sympathetic attitude toward them, and to give an understanding of the effects of geographic influences upon peoples of the world.

Curriculum for a Minor in Geography

Required courses in Geography, 20 hours.

Principles of World Geography 101	3
Geography of North America 102	3
Geography of Europe 201	2
World Economic Geography 301	3
World Political Geography 302	3
Economic Geology 307	3
Geography of Asia and Africa 406	3

101. **Principles of World Geography.** Credits, two to three hours. A study of earth-sun relationships, effects of relief, climate, and man-made environment. Second Semester.
102. **Geography of North America.** Credit, two to three hours. An intensive study of the physical regions of North America; distribution of population; resources and production.
201. **Geography of Europe.** Credit, two to three hours. A course on the physical regions, distribution of population, resources, and production of Europe. First Semester, 1951-52.
301. **World Economic Geography.** Credit, three hours. A study of products of regions and world trade in foods, metals, and manufactured products.
302. **World Political Geography.** Credit, three hours. A study of peoples and problems of the world as influenced by geographic factors; political problems of the leading countries in relation to natural environment; current trouble-spots of the world.
406. **Geography of Asia and Africa.** Credit, three hours. An intensive study of physical regions, distribution of population, resources, and production.



The Dean with four of the foreign students.

GOVERNMENT AND INTERNATIONAL RELATIONS

Purposes: To give an understanding of the operation of the various governmental units and the privileges and responsibilities of citizenship.

Curriculum for a Major in Government

Required courses in Government, 30 hours:

American Federal Government 301	3
State and Local Government 302	3
Municipal Government 305	3
American Political Parties 310	3
Constitutional Law 401	3
World Government and Politics 405	3

Electives, 9 hours

Business Law 303, 313	6
Public Finance 306	3
History of Political Theory 315	3
Recent and Contemporary Political Theory 316	3
Comparative Governments 325	3
Diplomatic History of the United States 402	3

Curriculum for a Minor in Government

Required courses in Political Science, 21 hours:

American Federal Government 301	3
State and Local Government 302	3
Municipal Government 305	3
American Political Parties 310	3
Constitutional Law 401	3
World Government and Politics 405	3
Electives	3

301. **American Federal Government.** Credit, three hours. A study of the functions and administration of the government of the United States. First Semester.
302. **State and Local Government.** Credit, three hours. A study of the functions and administration of the government on the state and county levels. Second Semester.
303. **Business Law.** Credit, three hours. Fundamentals of business law relative to contracts, sales, bailments, and negotiable instruments; legal aspects of the law of employment, partnerships, corporations, and property; case studies providing ample opportunity for students to develop skill in the legal approach to problems.
305. **Municipal Government and Administration.** Credit, three hours. Study of the types of organizations and services of urban governments. Second Semester, 1951-52.
306. **Public Finance.** Credit, three hours. Characteristics of different types of taxation: sources and uses of public monies. First Semester, 1951-52.
310. **Political Parties.** Credit, three hours. A study of the nature, growth and methods of political parties, and the conduct of elections. First Semester, 1951-52.

313. **Business Law.** Credit, three hours. A continuation of Business Law 303.
315. **History of Political Theory.** Credit, three hours. A general survey of leading theories from ancient times to the present. Includes an opportunity to study the influence of political and social ideas upon the fundamental institutions. First Semester, 1952-53.
316. **Recent and Contemporary Theory.** Credit, three hours. The recent schools of political thought are presented with particular emphasis on the basic ideologies of the contemporary period. Second Semester, 1952-53.
325. **Comparative Governments.** Credit, three hours. A comparative study of modern political institutions with particular attention to European governments and politics. First Semester, 1952-53.
401. **Constitutional Law.** Credit, three hours. Development of the American constitutional system and its workings. Second Semester, 1952-53.
402. **Diplomatic History of the United States.** Credit, three hours. A survey of the development of the foreign policy of the United States from colonial times to the present. Second Semester, 1951-52.
405. **World Government and Politics.** Credit, three hours. A study of international affairs in which an examination is made of the motives underlying the principal forces and influences in world affairs. The post-war international organization and international law receive special attention. Second Semester, 1952-53.

HISTORY

Purposes: To give some idea of how the civilizations of the world developed; to enlarge vision, to develop tolerance and worth-while attitudes; to set up for conscious imitation certain ideals of conduct, of patriotism, and of social service; to produce intelligent and responsible citizens.

Curriculum for a Major in History

Required courses in history, 30 hours:

Development of Social Institutions 101, 102	6
Early American History 201	3
Later American History 202	3

Electives, 18 hours:

Economic and Social History of the United States 311	3
American History since 1900, 312	3
West Virginia History 321	2
Ancient Civilization 331	2
Medieval History 332	2
Modern European History 333	4
Diplomatic History of the United States 402	3
World History since 1914, 404	3
Latin American History 411	3
American Federal Government 301	3
State and Local Government 302	3
Constitutional Law 401	3
History of England and the British Empire 405	3
The Far East 420	3

Curriculum for a Minor in History

Required courses in history, 20 hours:

Development of Social Institutions, 101, 102	6
Early American History 201	3
Later American History 202	3

Electives, eight hours selected from upper division courses in history.

Curriculum for Teaching Field in Social Studies

Required Courses, 33 or 34 hours:

Development of Social Institutions 101	3
Development of Social Institutions 102	3
West Virginia History, Geography and Government 209	3
Fundamental Social Problems 211	3
Fundamental Social Problems 212	3
Principles of World Geography 101	3

American History 201, 202	6 - 7
or American History 201 (3) and European History 333 (4)	

American Federal Government 301	3
Principles of Economics 205	3
General Sociology 203	3

World History since 1914, 404	3
History of England and the British Empire 405	3
Modern European History 333	4
American History since 1900	3
Economic and Social History of the United States 311	3

101. **Development of Social Institutions.** Credit, three hours. A survey of world history with emphasis on the origin and development of those ideals and institutions which have influenced present-day civilization, beginning with prehistoric man and continuing to the end of the sixteenth century. First Semester.
102. **Development of Social Institutions.** Credit, three hours. A continuation of 101, with interpretative treatment from the seventeenth century to the present. Second Semester.
201. **Early American History.** Credit, three hours. American history and the development of democracy from 1492 to 1865. First Semester.
202. **Later American History.** Credit, three hours. American history and government from 1865 to the present. Emphasis is placed upon the aftermath of Reconstruction and the new social, political and economic issues as they bear upon the history of the present. Second Semester.
209. **West Virginia History, Geography and Government.** Credit, three hours. Second Semester.
311. **Economic and Social History of the United States.** (See Economics.)
312. **American History since 1900.** Credit, three hours. Begins with the problems of the Theodore Roosevelt administration and continues through World War I, the periods between wars, World War II, and the post-war period. Second Semester, 1952-53.
321. **West Virginia History.** Credit, two hours. The Westward expansion across the mountains, the conflict between the Atlantic seaboard area and the West, the attainment of statehood, and present problems of the state. For teachers of Social Studies in high school. Second Semester.

331. **Ancient Civilization.** Credit, two hours. Primitive customs and thought, ancient civilizations, Greek art and philosophy, the Roman empire, barbarian invasions, and contributions of early peoples.
332. **Medieval History.** Credit, two hours. Early development of the church, Moslem expansion, feudalism, the Crusades, the Renaissance, the Reformation, wars of religion, and nationalism.
333. **Modern European History.** Credit, four hours. The political, economic, and intellectual achievements of Europe from the seventeenth century to the present, with considerable emphasis on current national and international problems. Second Semester, 1952-53.
402. **Diplomatic History of the United States.** Credit, three hours. A survey of the development of the foreign policy of the United States from colonial times to the present. Second Semester, 1951-52.
404. **World History since 1914.** Credit, three hours. Causes of World War I, World War II, the problems of peace, national and international developments after the wars. Second Semester, 1952-53.
405. **History of England and the British Empire.** Credit, three hours. A survey of English civilization; political, economic, social and cultural developments. Attention is given to British imperial history, to the emergence of the Commonwealth of Nations, foreign policy, and present day problems. First Semester, 1952-53.
411. **Latin American History.** Credit, three hours. The colonial period, the independence movement, rise of national states, national and international developments to World War II. First Semester, 1951-52.
413. **Sources of American History.** Credit three hours. An opportunity for independent study by advanced students. Included in this course are methodology, historiography, and considerable work with source materials. Second Semester, 1952-53.
420. **History of the Far East.** Credit, three hours. Historical interpretation of the role of Eastern Asia with attention to the rise of Japanese, Chinese Nationalism, Western Imperialism, the World Wars, and the post-war era.

PHILOSOPHY

Purpose: A study of the schools of thought to assist the student in establishing good human relationships.

101. **Orientation.** Credit, one hour. For all first semester freshmen.
102. **Orientation.** Credit, one hour. For all second semester freshmen.
301. **Philosophy and Ethics.** Credit, three hours. An opportunity for the student to acquire a functional knowledge of the science of moral duty and human character by an investigation of the facts and principles of reality and conduct.
411. **Philosophy of Education.** Credit, three hours. (See General Professional Education.)

SOCIOLOGY

Purposes: To give a world-wide view of human groups and their relationships and an understanding of intelligent cooperation which is essential for better living.

Curriculum for a Minor in Sociology

Required courses in Sociology. 21 hours:

General Sociology 203	3
General Sociology 204	3
Fundamental Social Problems 211	3
Fundamental Social Problems 212	3
The Family 303	3

Electives, 6 hours:

Personnel Administration and Labor Relations 403	3
History of Modern Education 312	3
Economic and Social History of the United States 311	3

203. **General Sociology.** Credit, three hours. Origin and development of groups, and social changes.
204. **General Sociology.** Credit, three hours. A continuation of 203.
211. **Fundamental Social Problems.** Credit, three hours. A study of current social, economic, geographic, religious, governmental and other world problems vitally affecting the lives of people. First Semester.
212. **Fundamental Social Problems.** Credit, three hours. A continuation of 211. Second Semester.
303. **The Family.** Credit, two or three hours. A short history of types of families; the problems of mate selection and orderly family living. Second Semester.

DIVISION OF EDUCATION

DR. ASH, *Chairman*, MR. DEWITT, DR. KURTZ, MISS SHAW

PROFESSIONAL EDUCATION

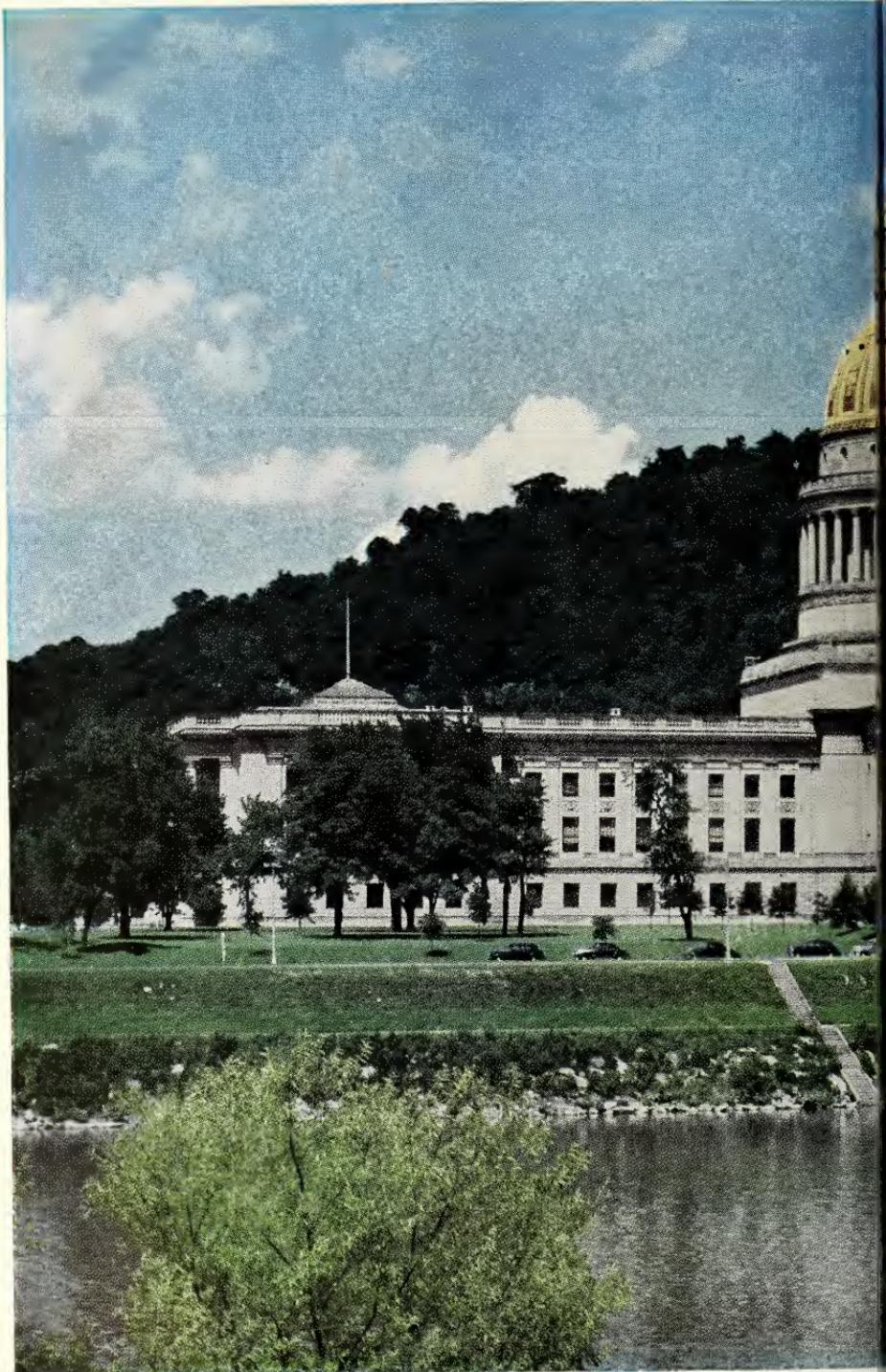
Purposes: To provide knowledge of the development, learning processes, and adjustment of elementary and high school pupils; to give acquaintance with the teaching skills and school organization best suited to reach the aims of education at the different levels; to provide opportunity for the development of those personal qualities most desirable for all the school and community relationships; to promote continuous growth in scholarship through increasing knowledge of the functional purposes and uses of subject matter; and to give opportunity for the observation of good teaching and practice teaching in those school situations which are met by the public school teacher.

101. **Human Development.** Credit, three hours. Processes of development in childhood and adolescence, and the use of case study techniques. First Semester.
102. **Human Development.** Credit, three hours. Continuation of Human Development 102. Second Semester.
103. **General Psychology.** Credit, three hours. A functional study of the principles of psychology as they relate to the problems of successful living and to the development of a wholesome personality.
303. **Human Adjustment.** Credit, three hours. A study of interests, aptitudes, and simple adjustment; introduction to guidance techniques. First and Second Semesters.
305. **Audio-visual Aids.** Credit, two to three hours. The preparation and use of audio-visual aids. Second Semester, 1951-52.
312. **History of Modern Education.** Credit, three hours. Development of public elementary, high school and colleges in America, growth of public support for education, influences of European ideas and educational practices and various organizational plans to provide for diversified needs in a complex society.
319. **Remedial Reading.** Credit, three hours. For improvement of student reading rate and comprehension. One laboratory practice period each day in addition to recitation period.
320. **Remedial Reading Laboratory.** Credit, three hours. A course in method. Practicing remedial techniques in the laboratory school. For seniors in the field of education. Second Semester.
403. **Integrated Methods, grades 1-6.** Credit, three to four hours. Planning and directing of experiences to permit the growth and development of children at each level in the primary and elementary grades, with emphasis on a program for the teaching of language arts and observation of demonstration lessons. First and Second Semesters.
404. **Integrated Methods, Grades 7-12.** Credit, three to four hours. Modern methods and practices for instructing in the twelve year program. First and Second Semesters.

406. **Directed Teaching in the Elementary School.** Credit, two to eight hours. Provides direct contact with the public schools, the proving ground for the professional preparation which preceded it. Here the student tests his mastery of subject matter, and develops skill in teacher-pupil relationships, and in ability to handle routine matters with ease. First and Second Semesters.
407. **Directed Teaching in the High School.** Credit, two to eight hours. To give insight through study and observation, and skill through planning and teaching to enable the graduate to handle successfully all types of teaching situations in the secondary schools. First and Second Semesters.
409. **West Virginia School System and Program of Study.** Credit, two hours. Organization and function of each division of the State school system, the State program of study, organizing the school, the making of records and reports, and a study of the Handbooks and Bulletins published by the State Department of Education. Second Semester.
411. **Philosophy of Education.** Credit, two to three hours. Underlying philosophical principles for sound educational practices and procedures to enable the student to formulate an educational philosophy.
415. **Tests and Measures.** Credit, two hours. The modern testing movement and its place in the elementary and secondary schools.
417. **Guidance and Counseling.** Credit, three hours. To help youth to understand both themselves and their environment to the end that they may become adjusted to their present situations and to plan their future in line with their interests, abilities and social needs.



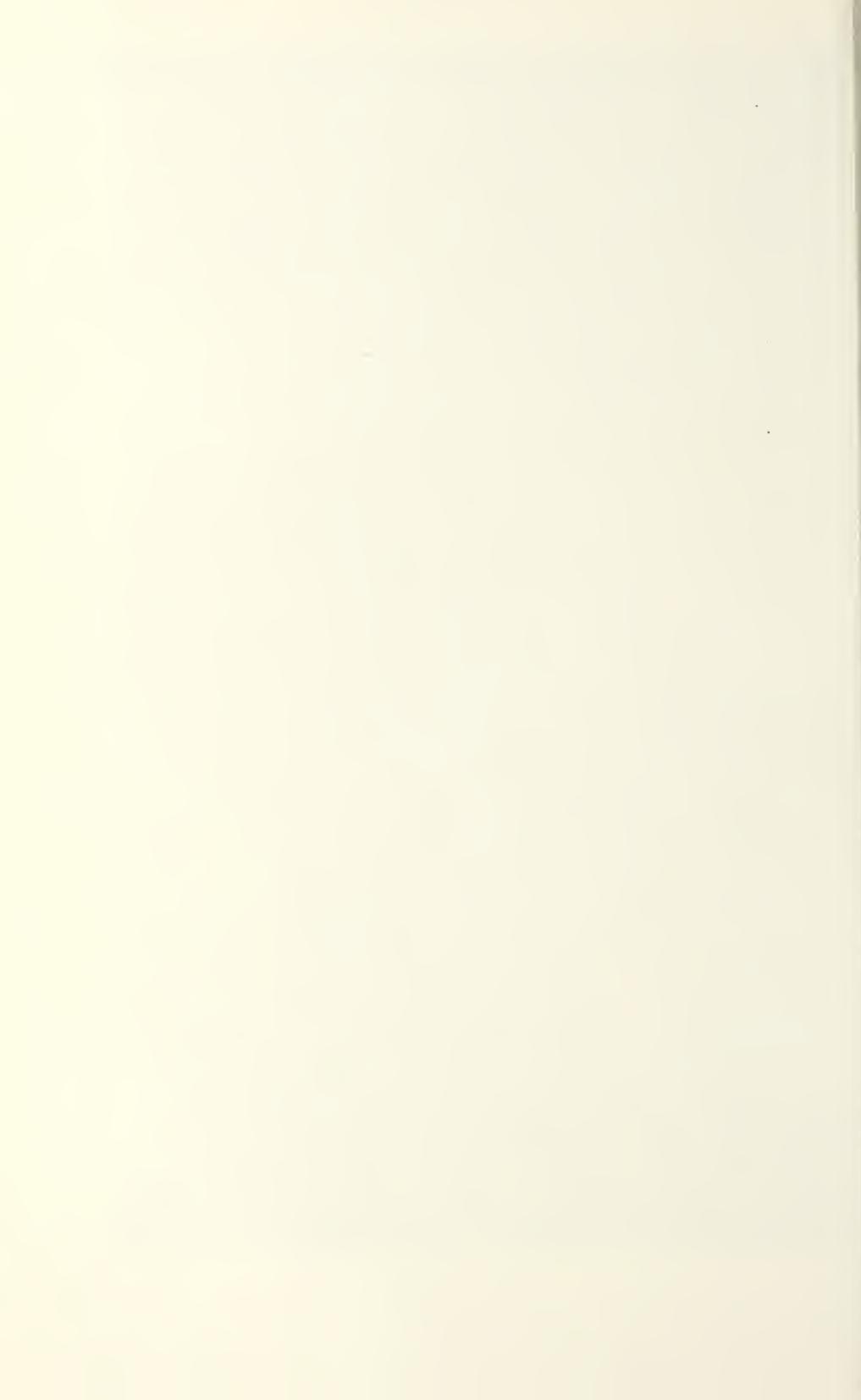
A reading demonstration in the College Educational Laboratory.



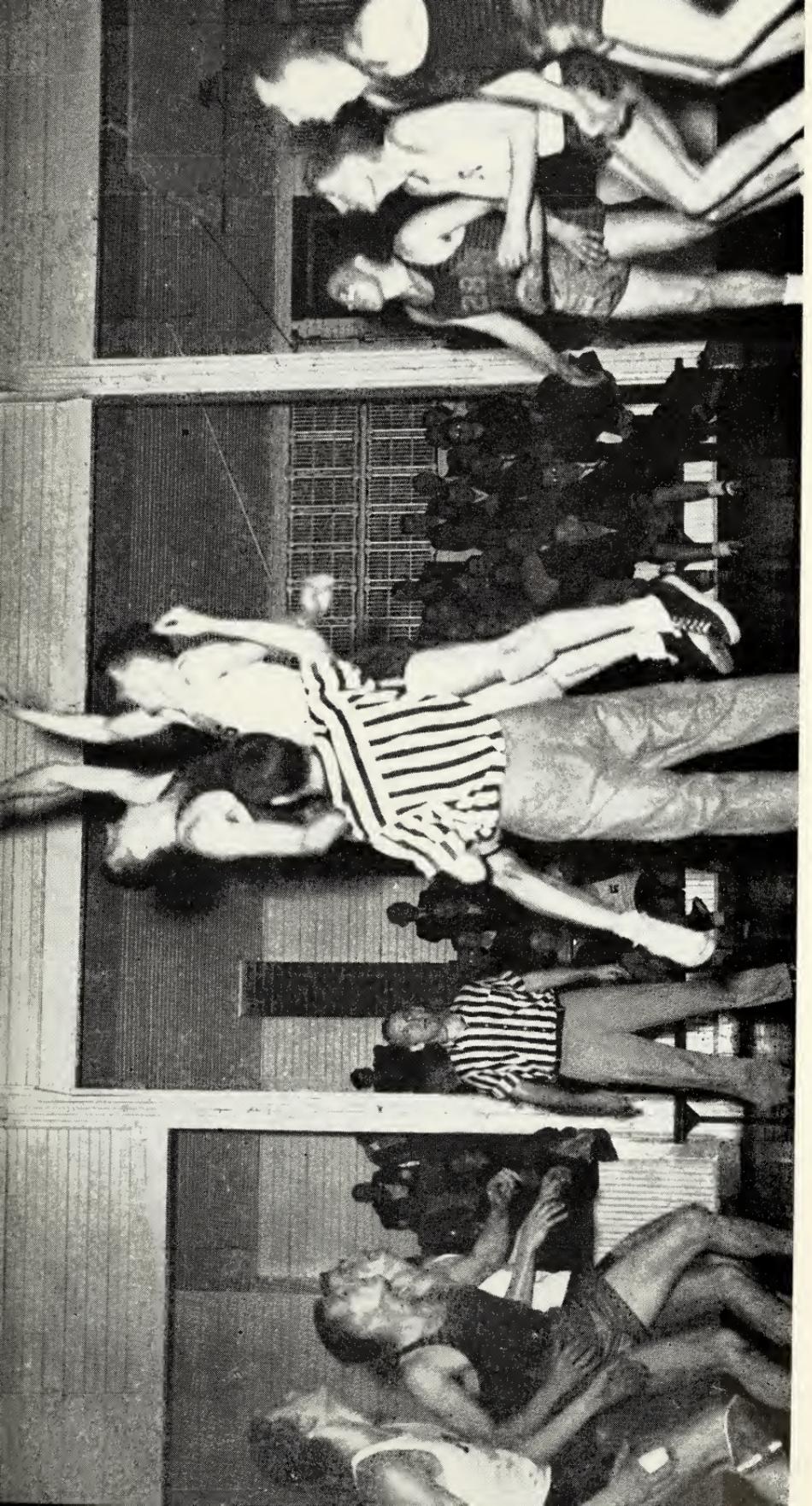
WEST VIRGINIA
CH



STATE CAPITOL
CHARLESTON



Shepherd College Rams in Action.



EDUCATION CURRICULA

REQUIREMENTS FOR TEACHING CERTIFICATES

REQUIRED COURSES	Elementary 1st Class Hrs.			Elementary 2nd Class Hrs.			Elementary 3rd Class Hrs.			1st Class Public School Hrs.			1st Class High School Hrs.		
	ENGLISH														
Written and Spoken English-----	6			6			6			6			6		
Adv. Writ. & Spoken English-----	3			3			3			3			3		
Study and Apprec. of Eng. Lit.-----	3 or			3 or			3 or			3			3 or		
Study and Apprec. of Am. Lit.-----	3			3			3			3			3		
Background of (Child.) Lit.-----	3			3			---			3			---		
Minimum Hours Required -----	15			15			12			18			12		
 SOCIAL SCIENCE															
Devel. of Soc. Institutions-----	6			6			6			6			6		
Fundamental Soc. Probs.-----	6			6			6			6			6		
W. Va. History, Geog. & Govt.-----	3			3			3 or			3			3		
World Geography-----	3			3			3			3			3		
Minimum Hours Required -----	18			15			12			18			12		
 SCIENCE AND MATHEMATICS															
General Biological Science-----	6 or			6 or			6 or			6			6 or		
General Physical Science-----	6			6			6			6			6		
General Biol. or Gen. P. Sci.-----	3*			3 or			3 or			---			---		
Mathematics for Teachers -----	2			2			2			4			4		
Minimum Hours Required -----	11			8-9			6			16			6		
 MUSIC															
Music in Human Relations-----	2			2			2			2			2		
Music as an Art & Science-----	2			2 or			2 or			2			2		
Music Materials & Procedures-----	2			2			2			2			2		
Minimum Hours Required -----	6			4			4			6			6		

ART	Art Appreciation	2	2	2	2	2	2	2
	Creative Expr. in Fine Arts	2	2	2	2	2	2	2
	Creative Expr. in Applied Arts	2	2	2	2	2	2	2
	Minimum Hours Required	6	4	2	2	2	2	2
PHYSICAL WELL-BEING	Fresh. Orient. (P. Ed.)	2	2	2	2	2	2	2
	Health Probs. for Sch. Child	2	2	2	2	2	2	2
	Leadership in P. Ed.	1 or	1	any	1	1	1	1
	Games	1	1	1	1	1	1	1
	Rhythmic Activities	1 or	1	1	1	1	1	1
	Individual and Dual Sports	1	1	1	1	1	1	1
	Minimum Hours Required	6	4	2	2	2	2	2
SOCIAL WELL-BEING	Fresh. Orient. (Gen'l.)	2	2	2	2	2	2	2
	Human Development	6	6	6	6	6	6	6
	Human Adjustment	—	—	—	—	—	—	—
	Integrated Methods, Gr. 1-6	3-4	3-4	3-4	3-4	3-4	3-4	3-4
	Integrated Methods, Gr. 7-12	3-4	3-4	3-4	3-4	3-4	3-4	3-4
	Directed Teaching (Gr. 1-6)	8	6-8	—	—	4	4	4
	Directed Teaching (Gr. 7-12)	—	—	—	—	—	—	8
	Courses to meet Indiv. Needs:							
	e. g., Teaching of Reading	2-4	0-3	—	—	0-6	—	5-7
	Minimum Hours Required	22	17	6	6	23	23	22
	Maximum Hours Permitted	24	24	15	15	26	26	24
	Electives	36	24	20	20	63	63	63
	TOTAL HOURS REQUIRED	128	96	64	64	128	128	128

*NOTE—Six hours of General Biological Science and three hours of General Physical Science; or vice versa.

A "C" average in professional subjects will be required for enrollment in Directed Teaching.

For the First Class High School Certificate the student should meet the requirements in two teaching fields. Two teaching fields are required for the First Class Public School Certificate.

ALTERNATE REQUIREMENTS FOR EXPERIENCED TEACHERS

Approved May 3, 1950

If because of credits earned before June 1, 1950, a teacher with 5 years of experience in the elementary schools would be penalized by meeting the course requirements for an elementary certificate in their entirety, he shall be issued a certificate provided:

- (1) He makes every possible effort to meet the preceding course requirements and takes, after June, 1950, no electives except those needed to meet the upper division minimum (45 semester hours for the First Class Elementary Certificate).
- (2) He meets minimum requirements as follow:

Fields

	First Class	Second Class	Third Class
	Hrs.	Hrs.	Hrs.
English	15	12	12
Social Studies	18	15	12
Science and Arithmetic	12	12	10
Music	6	6	4
Art	6	6	4
Health and Physical education	6	6	6
Professional Subjects, including Human Dev. and/or	20-32	15-24	11-16
Educa. Psych.	3- 9 Hrs.		
Meth., and Mgt. for El. Sch.	5 "		
Directed Teach. (Gr. 1-6)	5 " *		
Electives in El. Educa.	7-16 "		
(No specific subjects required but courses related directly to high school not acceptable.)			
Non-professional Electives	33-45	15-24	5- 0
TOTAL HOURS REQUIRED (degree)	128	96	64

* A "C" average in professional subjects will be required for enrollment in Directed Teaching. Each college is expected to provide experience in Directed Teaching to insure beginning competency for teaching in the grades for which a prospective teacher is to be certificated. At least 90 clock hours are required unless, because of 5 years teaching experience, the applicant is excused from 2 sem. hours upon the recommendation of the college and the county superintendent.

Certification of Teachers

Application Made Through College

Each teacher must apply for his certificate through the college in which he has completed his teacher training requirements, provided: (1) He is making application for the first time in West Virginia; (2) He is upgrading his certificate; (3) He is changing from emergency to regular certification; (4) He is moving from high school to elementary school position or vice versa; (5) He once held a regular certificate but failed to renew it within the period provided by law.

College Recommendation

A certificate shall not be issued without college recommendation. A teacher who is qualifying for a certificate based on a baccalaureate degree must secure the recommendation of the dean or the head of the department of education of the college where the teacher has completed (1) the major portion of his professional requirements or (2) the work required in directed teaching and methods.

A teacher who is qualifying for a certificate based on less than college graduation must be recommended by a college where 32 hours of residence credit has been completed or from a college where the last 16 hours of residence credit has been completed, in addition to 32 hours of residence credit in another institution.

Procedure for Filing Application

1. Secure application form from a college, the State Department of Education, or a county superintendent.
2. Check every item. Leave no spaces blank. (Failure to complete the application in every detail will involve delay.)
3. Use exact name on application which you wish to appear on certificate.
NO INITIALS. Married women should give maiden names also.
4. Give complete address.
5. Attach the required one dollar (\$1.00) certification fee. Checks, Money Orders, and Postal Notes must be payable to the State Department of Education. Where college requires a transcript fee, two dollars (\$2.00) should be attached.
6. Send application form to the college from which you expect to be recommended. College transcripts, diplomas, certificates from other states, and catalogs are not acceptable and should not be sent to the State Department of Education.

Minimum Requirements

In a separate bulletin, the State Department of Education publishes the minimum requirements for certification. West Virginia colleges approved for training teachers must require all students to fulfill these requirements as a prerequisite to recommendation. If they wish, they may require, for graduation and recommendation, preparation in addition to the minimum required by the State. Because college graduation and recommendation are not always synonymous, it is practical for each teacher, whether he is attending a State or out-of-state college, to familiarize himself with the certification requirements. If he does not assume this responsibility, he may have to attend summer school to secure the necessary course requirements.

The Division of Teacher Certification does not evaluate credits for students attending West Virginia colleges. A teacher who expects to be recommended by a West Virginia college should secure information concerning certification from the dean, registrar, or head of the department of education of the college.

A West Virginia student who expects to be recommended for a certificate by an out-of-state college should submit his transcript of credit to the Division of Teacher Certification for evaluation.

General Information

Scholarship Requirement for All Certificates

A "C" average is required: (1) On the total college credits earned; (2) On the hours earned in professional subjects, excluding directed teaching; and (3) In each of the teaching fields; (4) In directed teaching.

Extension and Correspondence Credit

The amount of extension and correspondence credit allowed for certification is:

1. Third Class Certificate—12 semester hours.
2. Second Class Certificate—18 semester hours.
3. First Class Certificate—24 semester hours.

Between March 30, 1944, and March 15, 1946, 6 additional hours were permitted toward the issuance of all certificates. Persons who took advantage of this regulation will not be penalized if certification requirements were not met by March 15, 1946.

Credits earned by correspondence after July 1, 1934, will not be accepted by the State Department of Education for certification of teachers with the exception of those earned through colleges and universities co-operating with the United States Armed Forces Institute. Correspondence credit completed before July 1, 1934, if used for certification shall be included with the maximum permitted for extension.

Maximum Credit Allowed for Teachers in Service

Within the school year, a teacher in service may earn a maximum of 8 semester hours of credit. No more than 6 semester hours can be earned in any one semester. STATE BOARD OF EDUCATION RULING—1/26/49.

Credits Earned in a Junior College

A teacher who has completed 64 semester hours of college credit cannot count toward certification, or a degree, additional credit completed in a junior college.

Normal Training High School Credit

A maximum of 5/8 of the credit (not to exceed 20 hours) completed in the 5th year of normal training high schools (discontinued July 1, 1930) may be accepted toward certification or graduation of elementary teachers.

Age

Each applicant for a certificate must be eighteen years of age.

Duplicate Certificates

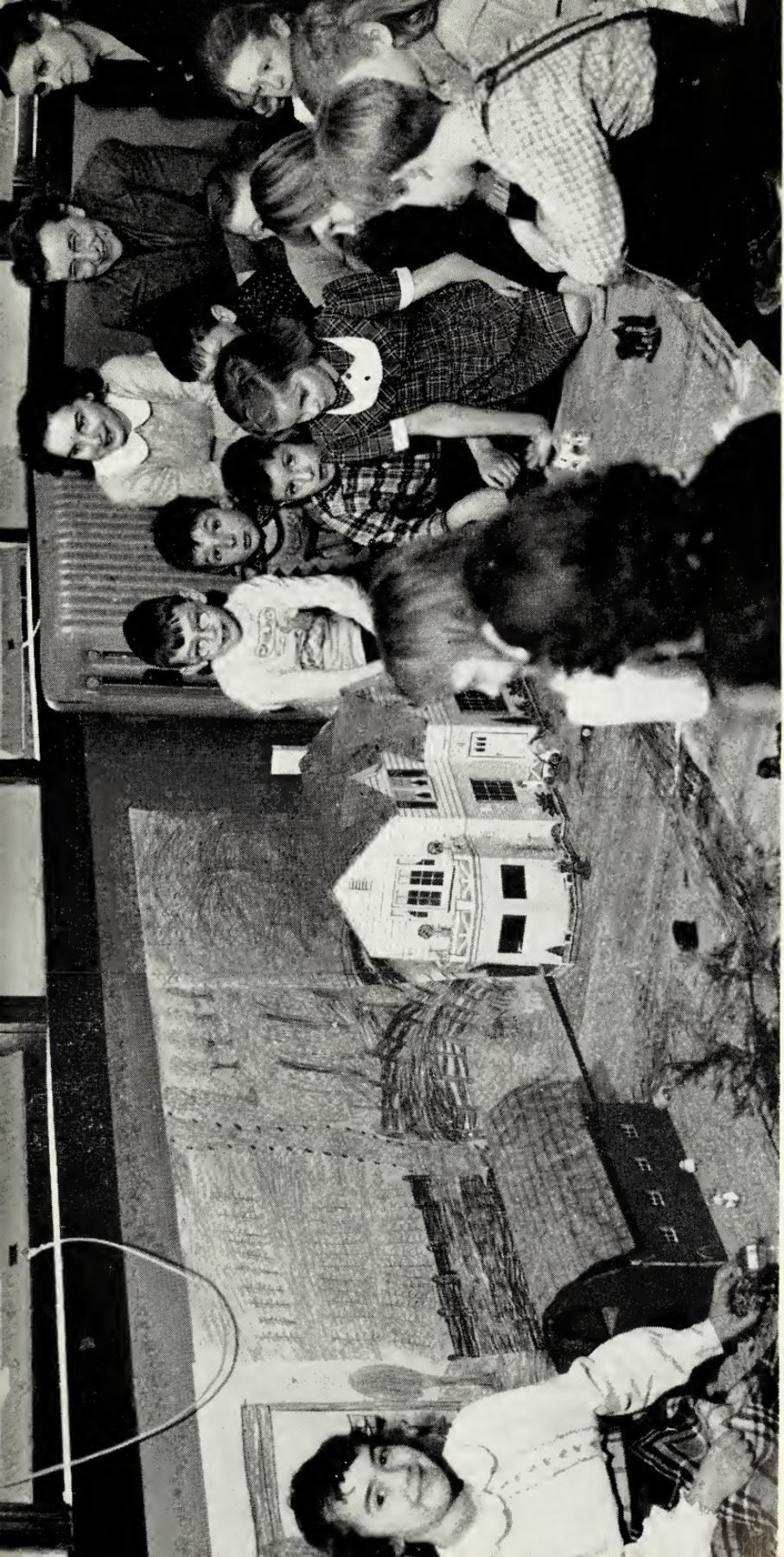
A certificate can be duplicated only in case of permanent loss or destruction. A \$1.00 fee is required. A certificate which has expired cannot be duplicated.

Validity of Certificates

First Class and Provisional First Class Elementary Certificates are valid in the first nine grades of the public schools.

High School Certificates are valid in the junior and senior high schools only with the following exception:

First Class and Provisional First Class High School Certificates are valid in the elementary schools for those teachers who have had at least 1 year's experience as a regular teacher in the elementary schools prior to June 30, 1934.



A Shepherd student prepares for teaching.

The Public School and Special Nonacademic Certificates are valid in all twelve grades of the public schools.

Substitute Teachers

Substitute teachers are certificated on the same basis as teachers regularly employed.

Revocation of Certificates

Any certificate issued by the State Department of Education is revocable on grounds of immorality, gross neglect of duty, or for any cause that would have justified withholding the certificate when it was granted; provided the teacher is given notice in writing and an opportunity to appear in his defense.

How to Apply for a Teaching Position

Write to the Superintendent of the county in which you wish to teach requesting an application for employment. A list of county superintendents will be furnished by the State Department of Education upon request.

Emergency Certificates

Information regarding the issuance of emergency certificates will be furnished upon request.

Fee

A \$1.00 fee must accompany each application. Checks, Money Orders, and Postal Notes must be made payable to the State Department of Education.

Renewal of Certificates

(The following regulations will apply only to certificates valid during the school year 1940-41 and those valid thereafter.)

General Information

The entire responsibility for securing renewals rests upon the teacher. **A notice of expiration will not be sent from the State Department of Education.** Teaching experience is no longer required for the renewal of certificates.

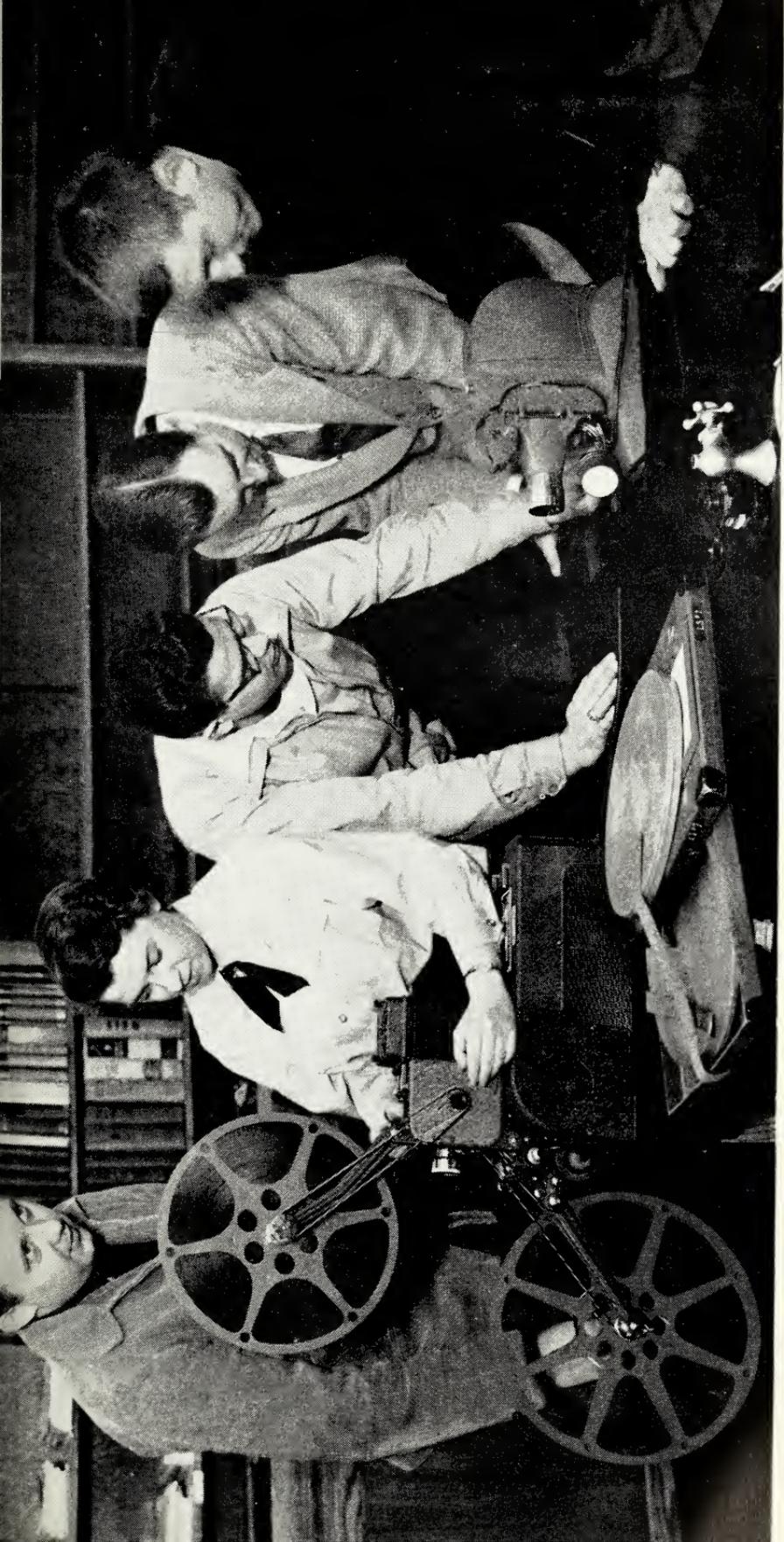
FIRST CLASS CERTIFICATES (all certificates based on college degrees and valid for 5 years) may be renewed upon expiration or by October 1, of the 5th year following, for a 5-year period; provided holders:

1. Complete 6 semester hours of unprescribed credit (residence or extension) in an approved institution within the 5-year period immediately preceding the date of application for renewal, or present evidence that they:
 - a. Have been granted a master's degree.
 - b. Have approved travel credit,*
 - c. Have credit for 6 months' military service* or
 - d. Are 60 years of age.

2. Secure the recommendation of county superintendent.

Holders of first class certificates **who do not apply for renewal within 5 years** from the date of expiration shall be granted renewals under the following conditions:

1. Application is made prior to October 1, of the 10th year following expiration of certificate.



Modern Visual Education Equipment is used at Shepherd College.

2. Twelve (12) semester hours of unprescribed credit (residence or extension) in an approved institution is completed following expiration of the certificate, 6 hours of which must be earned within the 5-year period immediately preceding the date of application for renewal.

Note: Persons who have been granted a master's degree and persons who are 60 years of age need not complete additional credit. All or a portion of the 12 hours may be earned through travel and a maximum of 6 hours through military service*

3. Recommendation of county superintendent is secured.

PROVISIONAL AND ALL CERTIFICATES ISSUED ON LESS THAN COLLEGE GRADUATION with the exception of the Standard Normal may be renewed upon expiration or by October 1, of the 3rd year following, for the number of years designated on the original certificates; provided holders meet the following requirements:

1. Complete 6 semester hours (residence or extension) from the curricula prescribed for 5-year certificates in an approved institution after the date of issuance of the certificate to be renewed, or present evidence that they:
 - a. Have credit for 6 months military service* or
 - b. Are 60 years of age.
2. Secure the recommendation of county superintendent.

LIFE CERTIFICATES shall be issued upon the recommendation of the county superintendent provided:

1. Persons holding master's degrees meet the requirements for a first class certificate and have 5 years of teaching experience.
2. Holders of 5-year certificates meet the requirements for a 3rd renewal.
3. Holders of life certificates of any kind meet the requirements for an original first class certificate and complete 18 semester hours of graduate credit.

* Information will be furnished upon request.

Original Elementary Emergency Certificates

Original elementary emergency certificates of the various grades and classes may be issued to applicants provided they have the recommendation of the county superintendents who agree to employ them and provided further that for the First Class Elementary Emergency Certificate they shall be graduates of an approved institution; for Second Class, ninety-six semester hours of college credit; Third Class, sixty-four hours; First Grade, twenty-two hours; Second Grade, twelve hours.

Reissuance of Elementary Emergency Certificates

1. Any elementary emergency certificate may be reissued, provided:
 - a. The applicant has a recommendation for reissuance from the county superintendent who agrees to employ him.
 - b. That the applicant has completed, subsequent to the issuance of his last emergency certificate, at least six semester hours of college credit with a "C" average from an approved institution.

- c. That applicants for reissuance of a Second Grade Certificate shall have completed a total of not fewer than twelve semester hours and applicants for a First Grade Certificate, a total of not fewer than twenty-two hours.
- d. That the college, in which the credits required for reissuance have been earned, submit a statement to the State Department of Education indicating that the credits earned for reissuance of an emergency certificate can be used toward the issuance of a regular certificate.

County superintendents and college faculties are requested to confer with prospective applicants for emergency certificates to the end that they may be enrolled in so far as possible, in subjects required for regular certificates.

Special Emergency Elementary

That a special emergency certificate may be issued to the teacher who does not meet requirements for reissuance of an emergency certificate provided he received the recommendation of the superintendent who agrees to employ him. The basic salary for Special Emergency Certificates shall be twenty dollars (\$20) less per month than the emergency certificate of the same grade or class.

Original and Reissuance High School Emergency Certificates

For the school year of 1950-51, First, Second, and Third Class Original High School Emergency Certificates may be issued in music, art, industrial arts, shop, and commerce, provided the applicant is recommended by the county superintendent who agrees to employ him.

Reissuance of High School Emergency Certificates

First, Second, and Third Class High School Emergency Certificates may be reissued in the fields mentioned above, provided the applicant has earned six semester hours of credit subsequent to the issuance of the last certificate held and has been recommended by the county superintendent who agrees to employ him and, provided further, that the college in which the credits required for reissuance have been earned submit a statement to the State Department of Education indicating that the credits earned for reissuance can be used toward the issuance of a regular certificate. All other types of High School Emergency Certificates will be discontinued with the series of 1949-50.

How To Apply For the Renewal of a Certificate

1. Secure application form from your county superintendent, college, or the State Department of Education.
2. Fill out or check every item. Leave no space blank. (Failure to complete the application in every detail will involve delay.)
3. Use exact name on application which you wish to appear on certificate. NO INITIALS. Married women should give maiden names also.
4. Give complete address.

5. Attach the required (\$1.00) fee. Checks, Money Orders, and Postal Notes must be made payable to the State Department of Education. Where college requires a transcript fee, two dollars (\$2.00) should be attached.
6. Send application to your county superintendent who will forward it, with your certificate to be renewed, to the registrar of the college in which your renewal credits were completed. The registrar will be responsible for sending the application to the State Department of Education. When a certificate is to be renewed on other than college credits, the applicant is responsible for furnishing the county superintendent evidence of the basis on which the requirements have been met. In such cases, the county superintendent will forward the application to the State Department of Education. In no case will an application be considered if it has passed through the hands of the applicant at any time after it has been submitted to the county superintendent.

Changes from Elementary to Secondary Certificates:

1. Teachers holding the regular First Class Elementary Certificates who desire to qualify for a regular First Class High School Certificate shall meet the regular teaching field requirements. The twenty semester hours in professional courses, exclusive of strictly Elementary Education courses, shall include five hours in directed teaching on the high school level or three hours in directed teaching on the high school level and five years of successful teaching experience; and a total of six hours in advanced educational psychology and secondary principles, methods, and management.
2. Scholastic and other requirements now authorized by the State Board of Education for the First Class High School Certificate shall remain in effect.

College Residence Requirements for Certification

Colleges may recommend for certification graduates of other properly accredited institutions who earn a major portion of their professional requirements, or complete the courses in directed teaching and methods, in the institution making the recommendation; providing that all other requirements are met.

Hours of Credit to be Earned in Term and Summer Sessions

The State Board of Education authorizes the State Department of Education to accept credits earned in any semester or term in excess of one (1) hour per week by any student who has earned a "B" average on his last 12 semester hours of credit earned, or at least a "B" average on his entire college record to date, provided any other student who finds it necessary to obtain such credit to meet certification requirements by the end of the semester or term may exceed the one (1) hour per week maximum, not to exceed two (2) credit hours, and subject to the approval of the scholarship committee of the institution, said committee being required to keep official reports of students granted the above privilege and report same when requested.

DIVISION OF FINE ARTS

MR. FARNSWORTH, *Chairman*, MR. FRANK, MRS. SCANLON, MRS. TILLOTSON.

ART

Purposes: To arouse, develop and preserve an interest in art through significant information and creative experiences; to enable students to appreciate and practice the principles of design and good taste in everyday life as producers or consumers; to give students an understanding of the historical development of art and its vocational and recreational possibilities.

Curriculum for a Major in Art

Required courses in Art, 30 hours:

Creative Expression in the Fine Arts 101	2
Advanced Freehand Drawing 201	2
Commercial Art 204	3
Introductory Crafts 211	2
Principles of Design 301	3
Applied Design 302	3
Art History and Appreciation 303	3
Art Through the Ages 304	3
Oil Painting 402	3
Water Color Painting 403	3

Electives, 3 hours:

Ceramics 404	3
Sculpture 405	3
Advanced Oil Paintings 406	3
Art Clinic 407	3

Curriculum for a Minor in Art

Required courses in Art, 21 hours:

Creative Expression in the Fine Arts 101	2
Advanced Freehand Drawing 201	2
Principles of Design 301	3
Applied Design 302	3
Art History and Appreciation 303	3
Art Through the Ages 304	3

Electives, 5 hours:

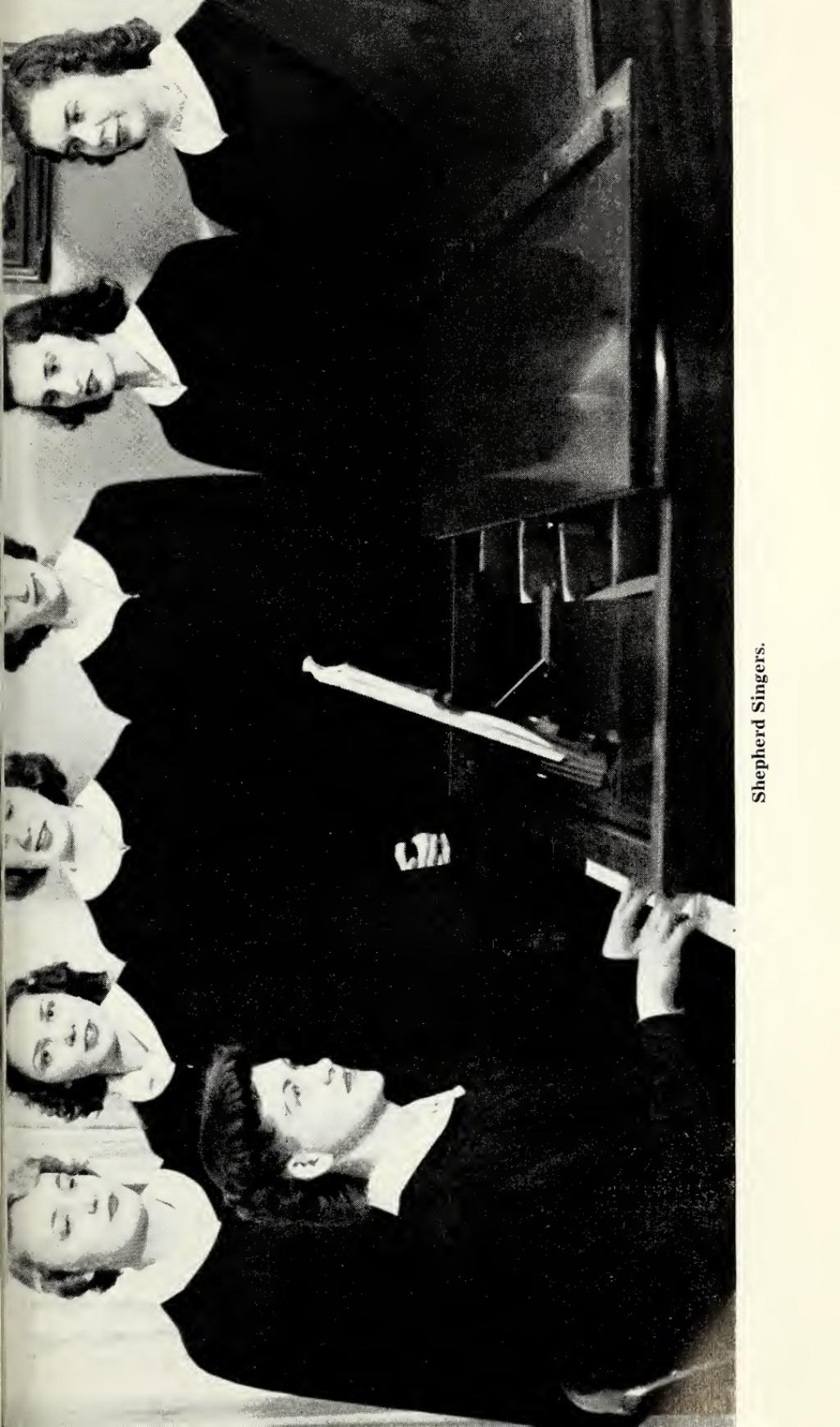
Commercial Art 204	3
Introductory Crafts 211	2
Oil Painting 402	3
Water Color Painting 403	3

Curriculum for Teaching Field in Art

Required Courses, 24 hours:

Creative Expression in the Fine Arts 101	2
Creative Expression in Applied Arts 305	2
Advanced Drawing 201	2
Art History and Appreciation 303	2
Art Through the Ages 304	2
American Art 409	2
Commercial Art 204	3
Principles of Design 301	3
Water Color Painting 403	3
Oil Painting 406	3

101. **Creative Expression in the Fine Arts.** Credit, two hours. Consists of sketching, organization and incidentals of design. Working with crayons, charcoal, and water colors; lettering and illustrations in perspective with color harmonies. First Semester.
201. **Advanced Drawing.** Credit, two hours. Sketching in correct proportions the anatomy of children and adults. Free hand drawing in perspective composition in drawing. Second Semester.
204. **Commercial Art.** Credit, three hours. Problems in compositions and pictorial organization, lettering stressed. Posters for advertising and selling (local advertising illustrated.) First Semester.
211. **Introductory Crafts.** Credit, two hours. Direct experience with materials such as wood, clay, paper, textiles as related to weaving; hooked rugs; stitching, lettering and bookkeeping. For art majors.
301. **Design.** Credit, three hours. Principles and application of design. Exhibits and research in decorative and functional designs. First Semester.
302. **Applied Design.** Credit, three hours. The relation of design to materials, fitness of design to purpose, surface covering, discrimination in design with particular reference to interior decoration. Individual problems are worked out in wood work, leather tooling, stenciling, linoleum block printing, and applique. Second Semester, 1951-52.
303. **Art History and Appreciation.** Credit, two hours. Present day needs and interpretations of art through the ages, including modern art in its social phase of every day usage. First Semester.
304. **Art Through the Ages.** Credit, two hours. Continuation of Art 303.
305. **Creative Expression in Applied Art.** Credit, two hours. Units worked out with materials such as: Clay, paper mache, building and constructing activity in art on the child's grade level. First Semester.
402. **Oil Painting.** Credit, three hours. By permission of the instructor. A study for beginners, of landscape as picture building material, flower arrangement, organization of simple but coherent groupings, material selected from nature. Second Semester, 1952-53.
403. **Water Color Painting.** Credit, three hours. Technique of water color painting, including simple still life studies, light and shadow, flowers, and landscape painting.
404. **Ceramics.** Credit, three hours. By permission of the instructor. Making pottery, tiles and plaques.
405. **Sculpture.** Credit, three hours. Brief history of the sculpture of Europe and America, applied technique of sculpture to local plastic materials such as bass wood, soap and prepared tallow. Second Semester, 1951-52.
406. **Advanced Oil Paintings.** Continuation of Art 402, First Semester, 1952-53.
407. **Art Clinic.** A course for Art Majors to perfect a skill in technique. The work, divided into units of six weeks, may be in Oil Painting, Water Colors, Pastels, Design and Lettering. First Semester, 1952-53.
409. **American Art.** Credit, two hours. History and Appreciation of American Art.

A black and white photograph capturing a group of women singing from sheet music. The women are arranged in two rows, with some standing in the back and others seated or kneeling in the front. They are all wearing light-colored, possibly white, blouses. The woman in the center foreground is looking down at her sheet music, while the others have their heads tilted back in song. The background is dark and out of focus, creating a sense of depth. The overall composition is vertical and emphasizes the shared activity of singing.

Shepherd Singers.

MUSIC

Purposes: To provide opportunities to develop an understanding and appreciation of music as part of a liberal education, to broaden one's cultural background through music, and to furnish the technical training essential in teaching or professional practice of music.

Curriculum for a Major in Music

Required courses in Music, 31 hours:

Music as an Art and Science 101	2
Sight Singing and Dictation 102	2
Harmony 205, 206, 307, 308	8
Music in Human Relations 301	2
History of Music 302	3
Form and Analysis 303	2
Counterpoint 405, 406	4
Applied Music	8

Curriculum for a Minor in Music

Required courses in Music, 20 hours:

Music as an Art and Science 101	2
Sight Singing and Dictation 102	2
Harmony 205, 206	4
Music in Human Relations 301	2
History of Music 302	3
Applied Music	4
Electives	3

Curriculum for Teaching Field in Music

Required courses, 24 hours:

Sight-seeing and Dictation 102	2
Harmony 205	2
Form and Analysis 303	2
Applied Music Piano, Voice, Orchestral Instruments	9
Music in Human Relations 301	3
Conducting 407, 408	4
Chorus, Orchestra, Band, or Ensemble	2

101. **Music as an Art and Science.** Credit, two hours. A study of the fundamentals of music, major and minor scales, intervals, simple chord structure, the 'sol-fa' syllables, music terminology. First Semester.
102. **Sight-singing and Dictation.** Credit, two hours. The singing of scales, intervals, and melodic progressions. The aural recognition of triads, rhythmic patterns, modulations, and melodic progressions. Second Semester.
202. **Music Materials and Procedures.** Credit, two hours. A study of the methods used in presenting songs to the elementary grades; use of materials recommended for the various grades, action songs, rote to note, creative music, rhythms, dramatizations, two- and three-part singing, appreciation. Second Semester.
203. **Chorus.** Credit, two hours. Practice and exercises in vocal ensemble; a study and the interpretation of simple choral works; public performance. First and Second Semesters.
204. **Chorus.** Credit, two hours. A study and interpretation of the choral music of the classical and romantic periods; modern music, secular and sacred; public performance. Second Semester.

205. **Harmony.** Credit, two hours. A study of the principal and secondary triads and their inversions; the dominant seventh chord and its inversions; harmonizations of melodies and basses. First Semester.
206. **Harmony.** Credit, two hours. A continuation of Harmony 205. The ninth chords; the suspension, anticipation, and appoggiatura. Second Semester.
- 207-208. **Orchestra.** Credit, two hours. A study of standard orchestral material. Public performance. First and Second Semesters.
- 209-210. **Ensemble.** Credit, two hours each semester. Each semester there will be opportunities for vocal and instrumental ensemble such as trios, quartets, and sextets. Entrance into any ensemble class is dependent upon the student's preparation and ability. First and Second Semesters.
301. **Music in Human Relations.** Credit, two or three hours. Through listening to records and reading, a study of the fundamental musical forms; homophony and polyphony; the suite and the sonata, opera, oratorio, symphonic music and the art songs. Emphasis upon period development on music. First and Second Semesters.
302. **History of Music.** Credit, three hours. The music of antiquity, Middle Ages, the Renaissance, Bach, and Handel, Mozart and Haydn, Beethoven, the Romantic period, Wagner and his predecessors, Nationalism, Realism, and Impressionism. Second Semester.
303. **Form and Analysis.** Credit, two hours. A study of motive, phrase, period, binary and ternary forms; rondo, sonata-allegro form, and analysis of Bach's Two- and Three-Part Inventions; the Fugue. First Semester, 1952-53.
307. **Harmony.** Credit, two hours. Continuation of Harmony 206. Diminished sevenths, chromatically altered chords, modulation, and the augmented chords. First Semester.
308. **Harmony.** Credit, two hours, continuation of Harmony 307. Enharmonically altered chords; chromatic progressions; organ point. Modern Harmony. Second Semester.
405. **Counterpoint.** Credit, two hours. Counterpoint in two, three, and four voices; the five species; imitation, canon, invention and the fugue.
406. **Counterpoint.** Credit, two hours. Continuation of Counterpoint 405.
407. **Conducting.** Credit, two hours. A study of the principles of conducting. Analysis of choral and orchestral works and practice in conducting ensemble groups.
408. **Conducting.** Credit, two hours. Continuation of Music 407.

	First Semester	Second Semester	Third Semester
Piano			
First Year	111	112	
Second Year	211	212	
Third Year	311	312	
Fourth Year	411	412	
Voice			
First Year	113	114	
Second Year	213	214	
Third Year	313	314	
Fourth Year	413	414	

Organ

First Year	115	116
Second Year	215	216
Third Year	315	316
Fourth Year	415	416

Orchestral Instruments

First Year	117	118
Second Year	217	218
Third Year	317	318
Fourth Year	417	418

Suggested Curriculum for the Liberal Arts Degree in Music**Freshman Year**

First Semester		Second Semester	
English 101	3	English 102	3
General Biological Science 101	3	General Biological Science 102	3
Development of Social Institutions 101	3	Development of Social Institutions 102	3
Music as an Art and Science 101	2	Sight-Singing and Dictation 102	2
Applied Music	1	Applied Music	1
Freshman Orientation, P. Educ 121	1	Freshman Orientation, P. Educ 122	1
Philosophy 101	1	Philosophy 102	1
Electives	2	Electives	2
	16		16

Sophomore Year

First Semester		Second Semester	
Foreign Language	3	Foreign Language	3
Human Development 101	3	Fundamental Social Problems 212	3
Fundamental Social Problems 211	3	English Literature 211 or	
Art Appreciation 303	2	American Literature 212	3
Harmony 205	2	Harmony 206	2
Applied Music	1	Music in Human Relations 301	2
Advanced Written & Spoken English 406	3	Applied Music	1
	17	Human Development 102	3
	17		17

Junior Year

First Semester		Second Semester	
Foreign Language	3	Foreign Language	3
Harmony 307	2	History of Music 302	3
Form and Analysis 303	2	Harmony 308	2
Applied Music	1	Applied Music	1
Elective	8	Elective	7
	16		16

Senior Year

First Semester		Second Semester	
Counterpoint 405	2	Counterpoint 406	2
Applied Music	1	Applied Music	1
Elective	13	Elective	13
	16		16

DIVISION OF HEALTH AND PHYSICAL EDUCATION

MISS CREE, *Chairman*, MISS CONARD, MR. LOWE, MR. MOORE

Purposes

1. To improve the quality of living by providing opportunities for students to acquire scientific knowledge, favorable attitudes, and desirable habits of hygiene.
2. To prepare prospective elementary school teachers to teach health and physical education.
3. To prepare men and women for recreation leadership.
4. To prepare health and physical education teachers and athletic coaches for secondary schools.
5. To prepare students to enter graduate schools.
6. To provide opportunities for students and faculty to participate in a variety of recreational activities.

Requirements

A medical examination is required of all students enrolled in any course in health and physical education. This examination is given to all students by the college physician at the beginning of the semester.

Curriculum for a Major in Physical Education

Required Courses, 36 hours:

Anatomy and Physiology 306; Kinesiology 405	7
Hygiene 103; School Health Problems 312	4
Organization and Administration of Health and Physical Education 406	2
Corrective Physical Education 401	2
Physical Education for Secondary Schools 407	3
History and Philosophy of Physical Education 325	2
Tests and Measurements in Physical Education 410	2
Community Recreation 314	3
Individual and Dual Sports 313	2
Theory and Practice of Physical Education as follows:*	9
	Men Women
Orientation in Physical Education #121, 122	2 2
Team Sports: _____	3-5 3
Team Sports for Women (3) 211	
Theory of Coaching Football (1) 305	
Theory of Coaching Baseball (1) 306	
Theory of Coaching Basketball (1) 307	
Football and Basketball Officiating (2) 403	
Recreational Activities: _____	1-3 1-3

Tennis (1)	206		
Golf (1)	207		
Archery (1)	315		
Boxing and Wrestling (1)	402		
School and Community Activities:		1-4	1-4
Games (2)	201		
Safety Education (2)	316		
Rhythmic Activities:		2	3
Rhythms for Children (1)	221		
Folk Dancing (1)	320a		
Social Dancing (1)	320b		
Modern Dance (1)	322		

*No credit in Physical Education shall be allowed for participation in intercollegiate athletics.

#Included in General Education Program.

Curriculum for a Minor or Teaching Field in Physical Education

Required courses, 24 hours:

Anatomy and Physiology 306, Kinesiology 405	4
Hygiene 103, School Health Problems 312	4
Organization and Administration of Health and Physical Education 406	2
Physical Inspection and Correction of Remediable Defects 401	1

Theory and Practice of Physical Education as follows: 13 hours*

		Men	Women
Orientation in Physical Education 121, 122**	2	2
Team Sports	3-5	3
Recreational Activities, including Individual and Dual Sports	1-3	1-3
School and Community Activities such as Games, First Aid	1-4	1-4
Rhythmic Activities	1	3

*No credit in Physical Education shall be allowed for participation in intercollegiate sports.

**Included in General Education Program.

SUGGESTED SCHEDULE FOR PHYSICAL EDUCATION

MAJORS

Freshmen

First Semester	Second Semester		
Biology 101	3	Biology 102	3
English 101	3	English 102	3
History 101	3	History 102	3
Philosophy 101	1	Philosophy 102	1
Physical Education 103	2	Physical Education 122	1
Physical Education 121	1	Electives	5
Electives	3		
Total	16	Total	16

Sophomores

First Semester	Second Semester
Chemistry 101 _____	4 Art 303 _____
Education 101 _____	3 Chemistry 102 _____
English 211 or 212 _____	3 Education 102 _____
Music 301 _____	2 English 406 _____
Sociology 211 _____	3 Sociology 212 _____
Phy. Ed. Elective _____	1 Phy. Ed. Elective _____
Total _____	Total _____
16	16

103. **Hygiene.** Credit, two hours. The purpose of this course is to improve the quality of living by giving students an opportunity to acquire scientific knowledge, favorable attitudes, and desirable habits of personal and community hygiene. First Semester.
121. **Orientation in Physical Education.** Credit, one hour. The purpose of this course is to develop basic skills in games, rhythms, stunts and tumbling, and body mechanics. This course is carried on throughout the year and is integrated with hygiene. First Semester.
122. **Orientation in Physical Education.** Credit, one hour. A continuation of Physical Education 121. Second Semester.
201. **Games.** Credit, two hours. The purpose of this course is to enable students to select, adapt, and present a graded program in games to the public school students. First Semester.
206. **Tennis.** Credit, one hour. The purpose of this course is to enable the student to learn and practice the fundamental skills of tennis. Second Semester.
207. **Golf.** Credit, one hour. To give the student an opportunity to learn and practice the fundamental skills of golf. Second Semester.
211. **Team Sports for Women.** Credit, three hours. The purpose of this course is to enable the students to learn the theory and practice of field ball, soccer, speedball, field hockey, volley ball and softball. First Semester
221. **Rhythms for Children.** Credit, one hour. The purpose of this course is to enable the student to learn fundamental rhythms which are basic to further rhythmic activities, to select and present a graded program in rhythm to public school students. First Semester.
222. **Physical Education for Elementary Schools.** Credit, two hours. The purpose of this course is to enable the students to teach physical education to elementary school children. Students will learn to analyze and present story plays, self-testing activities, rhythms and games. First Semester.
303. **First Aid.** Credit, three hours. This course is a combination of Standard, Advanced, and Instructor Courses. Students completing this course satisfactorily will be licensed by the American National Red Cross to teach First Aid. Second Semester.
305. **Theory of Coaching Football.** Credit, one hour. To enable the student to learn the theory and practice of coaching football. First Semester.
306. **Theory of Coaching Baseball.** Credit, one hour. To enable the student to learn the theory and practice of coaching baseball. Second Semester.

307. **Basketball.** Credit, one hour. The theory and practice of playing, teaching, and officiating. Second Semester.
312. **School Health Problems.** Credit, two hours. The purpose of this course is to study health problems as they relate to the classroom. Emphasis is placed upon the principles, materials, and methods of teaching health which function in the public schools. Second Semester.
313. **Individual and Dual Sports.** Credit, two hours. The purpose of this course is to enable the student to participate skillfully and with satisfaction in archery, badminton, table tennis, shuffleboard, paddle tennis, and deck tennis. First and Second Semester.
314. **Club Leadership and Community Recreation.** Credit, three hours. The purpose of this course is to develop leadership in school and community recreational activities. Second Semester.
315. **Archery.** Credit, one hour. The purpose of this course is to enable the student who has an interest in archery to develop greater skill in this activity by participating in archery activities. First Semester.
316. **Safety Education.** Credit, two hours. The purpose of this course is to develop a safety consciousness among students by means of projects relating to safety needs and practices in the home, on the highways and streets, in schools, and in industry. The course includes methods and materials of teaching safety in public schools. First Semester.
- 320a. **Folk Dancing.** Credit, one hour. The purpose of this course is to enable the student to participate in a wide variety of folk dances of various countries, to learn the history of folk dancing, and to learn methods and materials used in teaching folk dancing. Second Semester.
- 320b. **Social Dancing.** Credit, one hour. The purpose of this course is to enable the student to learn the technique of good social dancing, the etiquette of the dance floor, and methods of teaching. First Semester.
322. **Modern Dance.** Credit, one hour. (Women.) The purpose of this course is to teach the student the techniques of modern dance, methods of teaching different age groups, and the historical background of the dance from primitive man to the present. Second Semester.
323. **Clog and Tap Dancing.** Credit, one hour. The purpose of this course is to enable the student to learn the technique of clog and tap dancing and methods and materials used in teaching. First Semester.
325. **History and Philosophy of Physical Education.** Credit, two hours. A study of physical education thinking and activities in their relation to modern methods.
401. **Corrective Physical Education.** Credit, two hours. The purpose of this course is to enable prospective teachers of physical education to recognize remediable defects and to prescribe activities for their correction. First Semester.
402. **Boxing and Wrestling.** Credit, one hour. To develop the fundamental skills of boxing and wrestling. First Semester.
403. **Football and Basketball Officiating.** Credit, two hours. This course is designed to acquaint the student with the rules of football and basketball and to familiarize him with proper techniques of officiating. First Semester.

405. **Kinesiology.** Credit, three hours. The purpose of this course is to enable the student to understand and apply the principles of the mechanics of bodily movement in relation to anatomical structure.
406. **Organization and Administration of Health and Physical Education.** Credit, two hours. The purpose of this course is to enable the prospective teacher of health and physical education to understand the philosophy, principles, and problems involved in the organization and administration of a program of health and physical education. Second Semester.
407. **Physical Education for Secondary Schools.** Credit, three hours. The purpose of this course is to enable the student develop a good physical education program for the secondary school. First Semester.
410. **Tests and Measures in Physical Education.** Credit, two hours. The development of testing techniques and the application of these techniques to the physical education curriculum. Second Semester.

DIVISION OF LANGUAGES AND LITERATURE

DR. WIKSELL, *Chairman*, MISS ARNOLD, MR. FARNSWORTH, MR. HORNER,
MISS HUFFAKER, DR. MALTON

Purpose to teach students to express thought accurately, to organize ideas, to develop skill and practice in the use of literary materials, and to interpret the thoughts of others with clear images and appropriate emotional feelings. The curriculum in the Division is so organized that a student may place major emphasis on any one or more of four fields. (1) English, (2) Speech, (3) Drama, and (4) Radio and Television.

ENGLISH

Curriculum for a Major in English

Required courses, 30 hours:

Written and Spoken English 101, 102	6
English, American Literature 211, 212	6
Shakespeare 303	3
News Writing 205	3
Oral Interpretation of Literature 323	3
Advanced Written and Spoken English 406	3

Electives may be chosen from the following:

Play Acting	203	3
Play Direction	309	3
Lyric Poetry	312	2
World Literature	313	3
The English Novel	314	3
Great Essays	404	3
Drama	304 or 305	3
Library Science	217	2
News Writing	205	3
The Great Books	315	3
Radio Production	310	3

Curriculum for a Minor in English

Required courses in English, 20 hours:

Written and Spoken English 101, 102	6
Oral Interpretation of Literature 323	3
English, American Literature 211, 212	6

Electives _____ 5

Selected from upper division courses in English.

Curriculum for Teaching Field in English

Required courses, 24 hours:

Written and Spoken English 101, 102	6
Advanced Written and Spoken English 406	3
Study and Appreciation of American Literature 211	3
Study and Appreciation of English Literature 212	3

Electives in Literature. 6 to 9 hours:

To be selected from advanced courses in literature. May include 3 hours in Backgrounds of Literature and 3 hours from Library Science, Journalism, History of English Language, Advanced Speech. Maximum—3 hours in any one subject or period of literature.

SPEECH

Curriculum for a Major in Speech

Required courses, 30 hours:

Voice and Diction 200	3
Principles of Effective Speaking 201	3
Play Acting 203	3
Elements of Dramatic Production 204	3
Principles of Oral Reading 322	3
Radio Production 310	3
Educational Broadcasting 329	3
Group Discussion and Conference Leadership 320	3
Fundamentals of Speech 324	3

Elective courses to be approved by major professor, 3 semester hours.

Curriculum for a Minor in Speech

Recommended courses, 20 hours:

Voice and Diction 200	3
Principles of Effective Speaking 201	3
Play Acting 203	3
Elements of Dramatic Production 204	3
Radio Production 310	3

Elective courses to be approved by major professor, 5 semester hours.

Curriculum for Teaching Field in Speech

Required courses, 24 hours:

Voice and Diction 200	3
Play Direction 309	3
Debate and Argumentation 305	3
Fundamentals of Speech 324	3
Speech Correction 409	2

Recommended electives:

Play acting 203	3
Fundamental of Stagecraft 246	3
Oral Interpretation of Literature 323	3
Radio Production 310	3
Radio Speech 321	3

Teachers of Speech must be certificated in two fields.

DRAMA

Curriculum for a Major in Drama

Required courses in drama, 30 hours:

Play Acting 203	3
Elements of Dramatic Production 204	3
Fundamentals of Stagecraft 246	3
Play Direction 309	3
Advanced Play Direction 411	3
Costuming for the Stage 335	2
Stage Design 336	2
Stage Lighting 337	2
History of the Theatre 341	3
Early Dramatic Literature 304	3
Playwriting 318	3

Dramatic Fraternity presents the Broadway Play "Harvey."



Curriculum for a Minor in Drama

Required courses in drama, 20 hours:

Play Acting 203	3
Elements of Dramatic Production 204	3
Play Direction 309	3

Electives 11

Problems in Acting 245	3
Fundamentals of Stagecraft 246	3
Basic Theatre Practice 208	2
Advanced Play Direction 411	3
Costuming for the Stage 335	2
Stage Design 336	2
Stage Lighting 337	2
Introductory Study of the Theatre 235	2
History of the Theatre, 341	3
American Drama and the Theatre 317	3
The Contemporary Theatre 338	2
Playwriting 342	3
Children's Theatre 339	2
Shakespeare 303	3
Early Dramatic Literature 304	3
Modern Drama 305	3
Speech Correction 409	2

RADIO AND TELEVISION**Curriculum for a Major in Radio and Television**

Required courses, 30 hours:

Voice and Diction 200	3
Principles of Oral Reading 322	
or	
Oral Interpretation of Literature 323	3
Advanced Public Speaking 315	3
Radio Production 310	3
Radio Speech 321	3
Broadcasting Workshop 325	3
Radio and Television Programming 327	3
Educational Broadcasting and Telecasting 329	3
Advanced Radio Speech and Television 410	3

Electives should include courses in acting, staging or production phases of drama.

Curriculum for a Minor in Radio and Television

Required courses, 20 hours:

Voice and Diction 200	3
Principles of Oral Reading 322	
or	
Oral Interpretation of Literature 323	3
Radio Production 310	3
Radio and Television Programming 327	3
Educational Broadcasting and Telecasting 329	3

Electives should include courses in acting, staging or production phases of drama.



Shepherd College broadcast in the Campus Radio Studio.

COMPOSITION

101. **Written and Spoken English.** Credit, three hours. Drill in essential English forms of expression; practice in written composition. First Semester.
102. **Written and Spoken English.** Credit, three hours. An extension of 101 with emphasis on oral English. Second Semester.
405. **History of the English Language.** Credit, three hours. A survey of the development of the English language with special reference to modern English grammar and vocabulary, with study of the growth of language in America.
406. **Advanced Written and Spoken English.** Credit, three hours. An analytical study of modern English grammar. Required of all English majors. Second Semester.

JOURNALISM

205. **News Writing.** Credit, three hours. A study of the theory of news gathering with practical work on the college newspaper and other newspapers. First Semester.
206. **Editing and Make-up.** Credit, three hours. This course covers news and advertising display, headline writing, copy and proof reading. Second Semester.
209. **Editing and Make-up.** Credit, one to two hours. A continuation of 206. Second Semester.

LITERATURE

202. **Backgrounds of Literature.** Credit, two to three hours. Children's literature. Second Semester.
211. **Study and Appreciation of English Literature.** Credit, three hours. A full study of the cultural and literary history of England with emphasis on the significant authors of each historical period. First Semester.
212. **Study and Appreciation of American Literature.** Credit, three hours. Critical judgment of authors and their works. Delineation of American thought from Colonial days to World War II. Second Semester.
215. **Narrative Poetry.** Credit, two hours.
301. **Short Story.** Credit, three hours. A careful reading and discussion of selected short stories with a primary purpose of appreciation of the short story as literature, with some practice in writing artistic description, mood, character, and child sketches.
302. **Contemporary Literature.** Credit, two hours. A study of the various types of literature by the chief contemporary writers of England and the United States.
303. **Shakespeare.** Credit, three hours. A study of selected plays with stress on the drama, poetry, and insight into character and life that make them alive today. Minor emphasis on Shakespeare's biography and Elizabethan background in reading and reports. First Semester, 1951-52.

304. **Early Dramatic Literature.** Credit, three hours. A study of representative drama from Aeschylus to Ibsen. First Semester, 1952-53.
305. **Modern Drama.** Credit, three hours. A study of representative drama from Ibsen to the present day. Second Semester, 1952-53.
308. **Bible as Literature.** Credit, three hours. A study of the various types of literature found in the Bible. First Semester, 1951-52.
312. **Lyric Poetry.** Credit, two hours. Extensive readings in British and American poetry of the older type, with interpretation of typical modern lyric poetry.
313. **World Literature.** Credit, three hours. A survey of the culture of Greece and Rome with selections of important writers of epic, lyric and dramatic poetry, history and prose. Modern writers selected for their importance in their own countries and for their influence on world literature and thought.
314. **The English Novel.** Credit, three hours. This course traces the development of the English novel, and includes a study of selections from the work of writers of the sixteenth, seventeenth, and eighteenth centuries and reports on significant novels written in the nineteenth and twentieth centuries. Second Semester, 1951-52.
315. **The Great Books.** Credit, three hours. A study of the selected classics that have shaped the thinking of peoples. First Semester, 1952-53.
319. **The Great Books.** Credit, three hours. A continuation of 315. Second Semester, 1952-53.
404. **Great Essays.** Credit, three hours. Reading of older type of essay, plus intensive class study of the modern essay.

SPEECH AND DRAMA

200. **Voice and Diction.** Credit, three hours. This course attempts, through the study of phonetics, recordings, and exercises of the various attributes of voice to improve speaking and reading ability.
201. **Principles of Effective Speaking.** Credit, three hours. Students are given practice in a number of different types of speaking situations. Typical speaking faults are analyzed through recordings.
203. **Play Acting.** Credit, three hours. Basic principles in acting stressed. Individual drills, pantomimes, and line interpretations. Practice in acting and group rehearsal. First Semester, 1952-53.
204. **Elements of Dramatic Production.** Credit, three hours. Staging, scene-building, lighting, make-up, costume, play and cast selection, directing. First Semester, 1952-53.
207. **Principles of Effective Speaking.** Credit, three hours. A study of basic theories governing good public speaking. Frequent opportunities for the deliverance of various types of speeches.
245. **Problems in Acting.** Credit, three hours. Acting problems arising from differences in the type and style of dramatic production; theories on acting; practice in acting techniques.
246. **Fundamentals of Stagecraft.** Credit, three hours. History of scenic art; the theory and practice of stagecraft; stage arrangement; problems and practices in scene construction, design, and elements of lighting. First Semester, 1951-52.

208. **Theatre Practice.** Credit, two hours. Projects correlated with productions in the theatre. First and Second Semester.
209. **Voice Training.** Credit, three hours. A study of the bases of speech with emphasis on articulation, pronunciation and the techniques of effective oral communication.
235. **Introductory study of the Theatre.** Credit, two hours. A general survey of theatre art and an introduction to various types and styles of plays. Designed for students who have only a limited theatrical knowledge or experience and who wish to survey types and styles of drama. First Semester, 1952-53.
305. **Debate and Argumentation.** Credit, three hours. A study of the principles of argument, analysis, synthesis with special application to speaking.
309. **Play Direction.** Credit, three hours. Theory of stage direction; survey of practical phases of production. Laboratory practice in the direction and production of plays. Second Semester, 1952-53.
310. **Radio Production.** Credit, three hours. A beginning course in the study of radio programming. Actual practice through broadcasts by the students over campus remote control facilities to W. E. P. M., W. I. N. C., W. R. F. L., and W. A. R. K.
315. **Advanced Public Speaking.** Credit, three hours. Advanced training in the delivery of speeches. Stress is laid on composition.
317. **American Drama and the Theatre.** Credit, three hours. History of the theatre as an institution of national life and culture. The study of the development of the theatre in America to be correlated with the reading of representative American Plays. Second Semester, 1952-53.
320. **Group Discussion and Conference Leadership.** Credit, two or three hours. The processes of thinking and problem solving in committees and small groups and the methods of leading discussions and conferences.
321. **Radio Speech.** Credit, three hours. Advanced theory and practice of microphone techniques with varied experiences over the college remote control facilities.
322. **Principles of Oral Reading.** Credit, three hours. Theory and practice in reading from the printed page.
323. **Oral Interpretation of Literature.** Credit, three hours. Continued study in the theory and practice of deriving the meaning from prose and poetry and orally expressing these forms effectively. Second Semester, 1951-52.
324. **Fundamentals of Speech.** Credit, three hours. This course involves the study of a number of basic problems in the field of speech. Both theory and practice are utilized to acquaint the student with these fundamentals. First Semester, 1951-52.
325. **Broadcasting Workshop.** Credit, three hours. Actual broadcasting over the college radio studio and from local stations. Theories and problems in production procedures. Second Semester, 1952-53.
327. **Radio and Television Programming.** Credit, three hours. A study of the problems involved in producing news and special programs from studio, remote control points, and a local station. First Semester, 1951-52.

329. **Educational Broadcasting and Telecasting.** Credit, three hours. A course in the administration, liaison, planning, production, direction and utilization of education broadcasting. Second Semester, 1951-52.
335. **Costuming for the Stage.** Credit, two hours. A study of costumes from earliest times to the present and their use on stage. A course aimed to develop appreciation of costume as an expression of life of the people and its correlation with the stage. Second Semester, 1951-52.
336. **Stage Design.** Credit, two hours. The planning of stage settings and the application of the principles of design to the dramatic production. First Semester, 1951-52.
337. **Stage Lighting.** Credit, two hours. Study of the types and characteristics of stage lighting instruments and lighting layouts. Second Semester, 1952-53.
338. **The Contemporary Theatre.** Credit, two hours. A survey of the contemporary theatre in America and Europe. Laboratory study of representative one act plays.
339. **Children's Theatre.** Credit, two hours. Theory and practice in the selection, direction and production of plays for children.
341. **History of the Theatre.** Credit, three hours. The development of the theatre with special attention to the period theatres and theatrical styles which influence modern stage presentation. First Semester, 1951-52.
342. **Playwriting.** Credit, three hours. Practical work in creative writing and adapting material to dramatics and radio forms. Second Semester, 1951-52.
409. **Speech Correction.** Credit, two hours. An introduction to the study of speech disorders, elementary and fundamental diagnosis and rehabilitation of persons with defective speech.
410. **Advanced Radio and Television Speech.** Credit, three hours. A continued practice in radio techniques with particular emphasis on the more specialized phases of radio broadcasting and television.
411. **Advanced Play Direction.** Credit, three hours. Further practice and experience in play directing. Each student is required to prepare a complete production script of one-act play for presentation in assembly or evening performance. Second Semester, 1951-52.

LIBRARY SCIENCE

Purposes: to train college students in the use of the college library, to give to teachers and prospective teachers a knowledge of the purpose and use of the school library in effective teaching. To train librarians and teacher-librarians for service in elementary, junior and senior high schools.

Curriculum for a Minor or Teaching Field for Library Science

Required courses, 24 hours:

Use of the Library 217	2
Backgrounds of Literature 202	3
Library Organization and Administration 227	3
Cataloguing and Classification 316	4
Reference and Bibliography 306	3
Book Selection 304	4
Library Practice 318	3
Electives	2

202. **Backgrounds of Literature.** Credit, three hours. See Literature. First Semester.
217. **Use of Library.** Credit, two hours. A course to acquaint students with the resources of the library and their use. Prerequisite to other courses in library work. First Semester.
227. **Library Organization and Administration.** Credit, three hours. Planning and organizing a school library, together with technical and mechanical processes involved. Second Semester, 1951-52.
301. **Librarianship as a Profession.** Credit, three hours. The objective is an understanding of the library theory which lies back of modern librarianship, and the evaluation of the service rendered. Qualifications, duties, preparation of library workers and the opportunities and advantages of the library profession.
304. **Book Selection.** Credit two to four hours. Principles of selection, aids in selection of books for high school libraries and elementary schools, evaluation of books by types, reading interests, reading problems, ordering of books, selection of periodicals and of audio visual materials. First Semester, 1951-52.
306. **Reference and Bibliography.** Credit, three hours. An introductory study of standard reference books with practical problems applied to reference work. Selection of basic reference books for various types of schools, both elementary and secondary. Problems in bibliography making.
316. **Cataloguing and Classification.** Credit, two to four hours. An elementary course in classifying books according to the Dewey Decimal Classification System. Practical experience in classifying books and filing. An introduction to the techniques of cataloguing. A miniature catalogue is constructed. First Semester, 1952-53.
318. **Library Practice.** Credit, three hours. Fifty-four hours of practice work in an elementary or high school library.

MODERN LANGUAGES

Purposes: To introduce the student to the language literature and culture of France, Germany and Spain, and to give instruction in languages for students preparing to teach.

French

Curriculum for a Major in French

Required courses in French, 30 hours:

Elementary French 101, 102	6
French Fiction of the 19th Century 201	3
French Drama of the 19th Century 202	3
Advanced Readings 301	3
Advanced Readings 302	3
Advanced Grammar and Composition 401	3
Phonetics and Oral French 402	3
Outline of French Literature 403	3
French Civilization and Culture 404	3

Curriculum for a Minor in French

Required courses in French, 21 hours:

Elementary French 101, 102	6
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Electives, 15 hours:

French Fiction of the 19th Century 201	3
French Drama of the 19th Century 202	3
Advanced Readings 301, 302	6
Advanced Grammar and Composition 401	3
Phonetics and Oral French 402	3
Outline of French Literature 403	3
French Civilization and Culture 404	3

Curriculum for Teaching Field in French

Required courses in French, 24 hours:

Elementary French 101, 102	6
French Fiction of the 19th Century 201	3
French Drama of the 19th Century 202	3
Advanced Grammar and Composition 401	3
Phonetics and Oral French 402	3
Outline of French Literature 403	3
French Civilization and Culture 404	3

Two semester hours may be deducted for each high school unit—maximum deduction, 6 hours.

101. **Elementary French.** Credit, three hours. The study of grammar, pronunciation, composition, and graded readings in modern French prose, conversation. First Semester, 1952-53.
102. **Elementary French.** Credit, three hours. A continuation of French 101. An extensive study of regular and irregular verbs, idioms, and the reading of modern short French stories. Second Semester, 1952-53.
201. **French Fiction of the 19th Century.** Credit, three hours. Realism, Naturalism, Impressionism of the 19th century. Selected works by Chateaubriand, Balzac, Hugo, France and Maurois. First Semester, 1951-52.
202. **French Drama of the 19th Century.** Credit, three hours. Romanticism and realism of the 19th century as expressed in the works of Hugo, Becque, Rostand, and Augier and Sandeau. Second Semester 1951-52.
301. **Advanced Readings.** Credit, three hours. A study of the literature of the first half of the 19th century. Selected works by Chateaubriand, Lamartine, Hugo and Vigny.
302. **Advanced Readings.** Credit, three hours. French literature after 1850. Selected works by Balzac, Flaubert, Maupassant, Daudet, and Coppee.
401. **Advanced Grammar and Composition.** Credit, three hours. A study of French idioms, grammar, and reading in modern French prose.
402. **Phonetics and Oral French.** Credit, three hours. A study of the phonetics and rules of pronunciation; reading of contemporary stories, newspapers, and periodicals; conversation.
403. **Outline of French Literature.** Credit, three hours. A survey of French literature from the early Chansons and Romans to contemporary literature. Emphasis upon French literature by periods and movements.
404. **French Civilization and Culture.** Credit, three hours. The formation of the French nationality. The geography, architecture, literature, art, music, science, education, and political administration of France.

German

101. **Elementary German.** Credit, three hours. A study of German grammar; reading of simple prose.
102. **Elementary German.** Credit, three hours. Continuation of German 101.
201. **German Civilization and Culture.** Credit, three hours.
202. **Contemporary Short Stories.** Credit, three hours.

Spanish

Curriculum for a Minor in Spanish

Required courses in Spanish, 21 hours:

Elementary Spanish 101, 102	6
Spanish Civilization 201	3
Spanish Prose 202	3
Advanced Spanish Grammar and Composition 301	3
Conversation and Composition 302	3
Spanish Literature 402	3

Curriculum for Teaching Field in Spanish

Required courses, 24 hours:

Elementary Spanish 101, 102	6
Spanish Civilization 201	3
Spanish Prose 202	3
Advanced Spanish Grammar and Composition 301	3
Spanish Literature 402	3
Spanish Literature of the Golden Age 401	3
Conversation and Composition 302	3

Two semester hours may be deducted for each high school unit—maximum deduction, 6 hours.

101. **Elementary Spanish.** Credit, three hours. Spanish syntax, pronunciation, simple conversation, graded reading. First Semester, 1952-53.
102. **Elementary Spanish.** Credit, three hours. Study of syntax continued, conversation, reading of short stories. Second Semester, 1952-53.
201. **Spanish Civilization.** Credit three hours. A study of the history, economic growth and development, customs and culture of the Spanish American countries. First Semester, 1951-52.
202. **Spanish Prose.** Credit, three hours. Modern Spanish short stories of South America. Lectures and collateral reading. Second Semester, 1951-52.
301. **Advanced Spanish Grammar and Composition.** Credit, three hours. A study of syntax, idioms, selected readings from works of representative authors of Spain.
302. **Conversation and Composition.** Credit, three hours.
401. **Spanish Literature of the Golden Age.** Credit, three hours. A study and translation of the works of Cervantes, Lope de Vega, Alarcon, and Calderon.
402. **Spanish Literature.** Credit, three hours. A chronological study of the works of Spanish authors. Cervantes, Lope de Vega, Calderon, the classical drama, fiction, lyrical poetry.

DIVISION OF SCIENCE AND MATHEMATICS

MR. STUTZMAN, *Chairman*, MR. CLAY, MISS GARDINER, DR. GOULDING,
MR. HARRIS, DR. KURTZ, DR. SHIRLEY, MR. SWECKER

AGRICULTURE

103. **Poultry Production.** Credit, four hours. A general course in Poultry Production.
105. **Dairy Husbandry.** Credit, three hours. Breeds of dairy cattle, selection, feeding and management.
111. **Principles of Horticulture.** Credit, three hours. Basic Horticulture, fruit and vegetable production.
120. **Animal Husbandry.** Credit, three hours. Types, breeds and market classes of livestock.

TERMINAL COURSES

102. **Basic Agriculture Education.** Credit, three hours. Social and Economic aspects of agriculture. Second Semester.
106. **Agricultural Economics.** Credit, three hours. Principles and the application of these economic principles to agriculture.
108. **Introductory Farm Mechanics.** Credit, three hours. A study of farm water systems and sanitation, farm buildings, ventilation, and general maintenance and repair of farm machinery.
121. **Animal Nutrition.** Credit, three hours. The digestion and metabolism of food nutrient requirements of farm animals and nutritive values of feeds and rations.
207. **Agronomy.** Credit, four hours. Cereal, pasture and forage crops on the farm.
209. **Conservation.** Credit, three hours. Study of conservation practices in the fields of soil, water, forests, and wildlife.
211. **Horticulture.** Credit, three hours. Cultural practices in small fruit production.

BIOLOGY

Purposes: The courses in Biology are intended to acquaint the student with the living world around him and the fundamental life processes; to demonstrate scientific methods of approach to problem solutions; to cultivate an attitude of inquiry and research; to develop laboratory skills in various types of work in botany, zoology, and related fields; to train students as teachers of biology; and to give pre-professional training in such fields as medicine, chemistry, agriculture, and other related fields.

Curriculum for a Major in Biology

Required courses in Biology, 30 hours:

Botany 208	4
Zoology 209	4
Plant Taxonomy 321	3
Comparative Anatomy 332	4
Electives	15

(Elect at least 7 hours from Group I, and 8 hours from Group II.)

Group I

Plant Physiology 410	3	Entomology 303	3
Bacteriology 302	4	Human Anatomy 306	4
Plant Ecology 320	3	Histology 401	4
Genetics 344	3	Invertebrate Zoology 400	2
Plant Pathology 310	3		

Suggested Related Subjects:

Chemistry 101	4
Chemistry 102	4
Chemistry 108	2

Curriculum for a Minor in Biology

Required courses in Biology, 24 hours:

Botany 208	4
Zoology 209	4
Comparative Anatomy 332	4
Plant Taxonomy 321	3
Electives	9

(Elect approximately equal hours from Group I and Group II to bring total to 24 hours.)

Group I

Plant Physiology 410	3	Entomology 303	3
Bacteriology 302	4	Human Anatomy 306	4
Plant Ecology 320	3	Histology 401	4
Genetics 344	3	Embryology 406	4
Plant Pathology 310	3	Invertebrate Zoology 400	2

Suggested Related Subjects

Chemistry 101	4
Chemistry 102	4
Chemistry 108	2

Curriculum for Teaching Field in Biological Science

Required Courses, 26 hours:

General Biological Science 101.....	3
General Biological Science 102.....	3

Required Related Subjects:

Chemistry 101.....	4
Chemistry 102.....	4
or	
General Physical Science 103.....	3
General Physical Science 104.....	3

Electives, 12 or 14 hours:

Botany 208.....	4
Zoology 209.....	4
Bacteriology 302.....	4
Entomology 303.....	3
Human Anatomy and Physiology 306.....	4
Plant Pathology 310.....	3
Plant Ecology 320.....	3
Plant Taxonomy 321.....	3
Comparative Anatomy 332.....	4
Genetics 344.....	3
Histology 401.....	4
Invertebrate Zoology 400.....	2
Embryology 406.....	4
Plant Physiology 410.....	3

Curriculum for Teaching Field in Biological and General Science

Required Courses, 34 hours:

General Biological Science 101.....	3
General Biological Science 102.....	3
Botany 208.....	4
Zoology 209.....	4

Select 18 hours from the following:

General Physical Science 103.....	3
General Physical Science 104.....	3
General Physics 211.....	4
General Physics 212.....	4
General Chemistry 101.....	4
General Chemistry 102.....	4
Geology 206.....	2

Electives, One course from the following:

Plant Physiology 410.....	3
Bacteriology 302.....	4
Entomology 303.....	3
Human Anatomy and Physiology 306.....	4
Plant Pathology 310.....	3
Plant Ecology 320.....	3
Plant Taxonomy 321.....	3
Comparative Anatomy 332.....	4
Genetics 344.....	3
Invertebrate Zoology 400.....	2
Histology 401.....	4
Embryology 406.....	4

101. **General Biological Science.** Credit, three hours. Introducing prospective elementary teachers to a study of the plant and animal kingdom as a whole. Includes materials from the field of nutrition, eugenics, agriculture, entomology, and taxonomy. A non-laboratory course. First Semester.
102. **General Biological Science.** Credit, three hours. A continuation of Biology 101. Second Semester.
208. **General Botany.** Credit four hours. Providing a broad understanding of the general principles of Botany through a study of the structure, function development and life histories of plant life. First Semester.
209. **General Zoology.** Credit, four hours. Providing a broad understanding of the general principles of Zoology through a study of the structures, functions, development and life histories of animals. Second Semester.
302. **Bacteriology.** Credit, four hours. Introducing the student to the general principles and techniques of bacteriology, with attention to the micro-organisms of air, water, milk, soils, and to the relation of such organisms to health and disease in plants and animals, to domestic science, agriculture and the industries. Prerequisites: at least six hours of Biology, Botany, or Zoology. Second Semester.
303. **Entomology.** Credit, three hours. A study of insects in general with emphasis on their importance to agriculture, domestic science and medicine. Prerequisite: Zoology 104 or equivalent. Summer, 1952.
306. **Human Anatomy and Physiology.** Credit, four hours. To familiarize the student with the vital processes that take place in the living body. Digestion, secretion, and nerve responses are studied through demonstration, discussion, and recitation. Prerequisite: Biology 208 and 209 or equivalent. First Semester.
310. **Plant Pathology.** Credit, three hours. The nature and cause of disease in plants, with practice in laboratory technique and methods of investigation.
320. **Plant Ecology.** Credit, three hours. A study of plants with reference to their environment and distribution. Problems will be discussed in lecture and applied in the laboratory and in the field. Each student will make a study of the factors governing plant life in a given area and prepare a summary of his study. Prerequisite: Botany 208. Summer, 1952.
321. **Plant Taxonomy.** Credit, three hours. Identification and classification of the following plants and ferns of the Eastern Panhandle area. Each student will prepare a small herbarium, and field trips will be planned to introduce the student to field work and to acquaint him with plant life. Prerequisite: Biology 208. Summer, 1951.
332. **Comparative Anatomy.** Credit, four hours. A detailed comparative study of amphioxus, a fish, and a mammal with special emphasis on human anatomy. Prerequisite: Biology 209. First Semester, 1951-52.
344. **Genetics.** Credit, three hours. A general culture course intended to acquaint the student with the laws and principles of heredity, with discussions of current developments in heredity. Prerequisites: Biology 208 and 209. Second Semester, 1951-52.
400. **Invertebrate Zoology.** Credit, two hours. A study of taxonomy, anatomy, physiology, embryology, and ecology of representative types of the classes of each phylum. General Biological principles are emphasized. Second Semester, 1952-53.

401. **Histology.** Credit, four hours. To acquaint the student with the principles involved in the use of the microscope and its accessories and with the technique employed in the study of microscopic anatomy, and to familiarize him with the structure of animal and plant tissues. Prerequisites: Biology 208 and 209. Second Semester, 1952-53.
406. **Embryology.** Credit, four hours. A study of the development and structure of the germ cell, the fertilization and cleavage of the egg, the formation of the principal organs of the body, and the histological differentiation of the tissues of vertebrates. Prerequisites: Biology 203 and 209.
410. **Plant Physiology.** Credit, three hours. Designed to acquaint the student with certain fundamental physiological processes. Emphasis is placed on physiological principles and their application to the living plant.

CHEMISTRY

Purposes: To offer subject matter needed by teachers of chemistry and general science; to meet the requirements for courses in engineering, agriculture, medicine, dentistry, and home economics; to give a better understanding of the world in which we live.

Curriculum for a Major in Chemistry

Required courses in Chemistry, 34 hours:

General Chemistry 101, 102, 108	10
Qualitative Analysis 311	4
Quantitative Analysis 312	4
Organic Chemistry 315	4
Organic Chemistry 316	4
Physical Chemistry 401, 402	8

Courses recommended:

General Physics 211, 212	8
Plane Trigonometry 102	3
Intermediate Algebra 103	4
Advanced Algebra 201	4
Analytic Geometry 232	4
Differential Calculus 305	4
Integral Calculus 306	4
Physical Geology 206	3
Economic Geology 307	3
Foreign Languages	12

Curriculum for a Minor in Chemistry

Required courses in Chemistry, 26 hours:

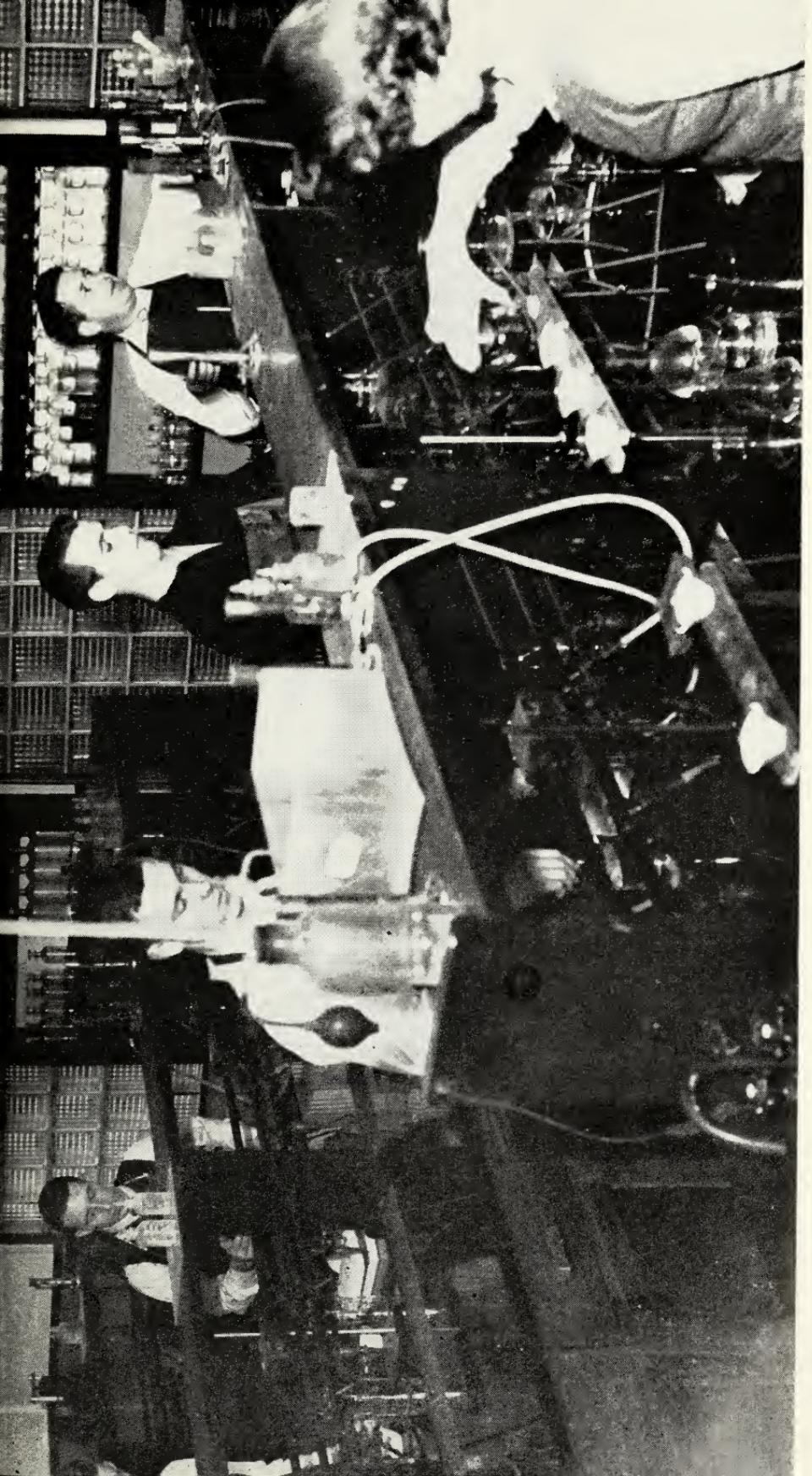
General Chemistry 101, 102, 108	10
Qualitative Analysis 311	4
Quantitative Analysis 312	4
Organic Chemistry 315	4
Organic Chemistry 316	4

Curriculum for Teaching Field in Physical Science

Required courses in Physical Science, 26 hours:

General Chemistry 101, 102, 108	10
Elective Chemistry	4
General Physics 211, 212	8
General Physical Science 103, 104	6
or	
Elective in Physical Science	4

Chemistry Students at Work in Modern Laboratory.



Curriculum for Teaching Field in Physical and General Science

Required Courses, 34 hours:

Chemistry 101, 102, 108	10
Elective Chemistry.....	4
General Physics 211, 212	8
General Biological Science 101, 102	6
Physical Geology 206 and an elective science	6
or	
General Physical Science 103, 104	6

101. **General Chemistry.** Credit four hours. Gives a general understanding of the principles of chemistry. Students expecting to take advanced courses in chemistry are required to complete Chemistry 108. First Semester.
102. **General Chemistry.** Credit, four hours. Continuation of Chemistry. 101. Second Semester.
108. **Chemistry Problems.** Credit, two hours. A brief course in problem solving and fundamental principles. Prerequisite: Chemistry 101 and 102. Second Semester.
311. **Qualitative Analysis.** Credit, four hours. One lecture and three laboratory periods per week. Theories of mass action, chemical equilibrium, oxidation and reduction and their application in qualitative analysis. Prerequisite: Chemistry 101, 102 and 108. First Semester.
312. **Quantitative Analysis.** Credit, two to six hours. One three-hour laboratory period each week per hour credit. Individual and class conferences as required. Practice and theory in gravimetric and volumetric analysis of inorganic substances. Prerequisites: Chemistry 101, 102, 108. Second Semester.
315. **Organic Chemistry.** Credit, four hours. Two lectures and two three-hour laboratory periods per week. Study of structure properties and preparation of aliphatic compounds. Prerequisite: Chemistry 101, 102, and 108. First Semester, 1952-53.
316. **Organic Chemistry.** Credit, four hours. Continuation of Chemistry 315. Three lectures and one three-hour laboratory period per week. Introduction to study of aromatic compounds. Prerequisite: Chemistry 315. Second Semester, 1952-53.
321. **Semimicro Technique.** Credit, one to two hours. One three-hour laboratory period per week per hour credit. Qualitative analysis of small quantities of samples. Filtering is eliminated and color tests emphasized. Chemistry 311 must precede or accompany this course.
401. **Physical Chemistry.** Credit, four hours. Two lectures and two laboratory periods per week. Course deals with structure of matter, transitions from state to state, phase rule, and other physico-chemical changes. Prerequisites: Chemistry 311 and 312, Physics 211 and 212.
402. **Physical Chemistry.** Credit, four hours. Continuation of Physical Chemistry 401.

ENGINEERING

101. **Mechanical Drawing.** Credit, three hours. First Semester.
102. **Descriptive Geometry.** Credit, three hours. Second Semester.

GEOLOGY

206. **Physical Geology.** Credit, two to three hours. A general study of igneous, metamorphic, and sedimentary rocks, relief, water and the more important minerals and ores. First semester.
307. **Economic Geology.** Credit, three hours. A survey of the distribution, mining and economic uses of the commercially valuable mineral resources of the world.

MATHEMATICS

Purposes: To prepare the student for teaching mathematics and physical science in high schools, for engineering schools, for certain medical schools and law schools, and for being better able to meet world conditions in this mechanical and scientific age.

Curriculum for a Major in Mathematics

Required courses in Mathematics, 26 hours:

Solid Geometry 101	3
Plane Trigonometry 102	3
Advanced Algebra 201	4
Spherical Trigonometry 202	2
Mathematics of Finance 211	2
Analytic Geometry 232	4
Differential Calculus 305	4
Integral Calculus 306	4

Curriculum for a Minor in Mathematics

Required courses in Mathematics, 18 hours:

Solid Geometry 101	3
Plane Trigonometry 102	3
Advanced Algebra 201	4
Spherical Trigonometry 202	2
Mathematics of Finance 211	2
Analytic Geometry 232	4

Curriculum for Teaching Field in Mathematics

Required courses, 22 hours:

Solid Geometry 101	3
Plane Trigonometry 102	3
Advanced Algebra 201	4
Spherical Trigonometry 202	2
Analytic Geometry 232	4
Differential Calculus 305	4
Integral Calculus 306	4

(Two semester hours may be deducted for each high school unit, maximum deduction six hours.)

Pure and Applied Mathematics

101. **Solid Geometry.** Credit, three hours.
102. **Plane Trigonometry.** Credit, three hours. Advanced Algebra should accompany or precede this course. First Semester.
103. **Intermediate Algebra.** Credit, three hours. First Semester.

104. **Practical Arithmetic.** Credit, two to four hours. For elementary education students. First Semester.
201. **Advanced Algebra.** Credit, four hours. Prerequisite: One and one-half units of Algebra. First Semester.
202. **Spherical Trigonometry.** Credit, two hours. Second Semester.
211. **Mathematics of Finance.** Credit, two hours. Offered in the business curriculum. Second Semester.
232. **Analytical Geometry.** Credit, four hours. Second Semester.
305. **Differential Calculus.** Credit, four hours.
306. **Integral Calculus.** Credit, four hours.

PHYSICS

Purposes: To encourage scientific reasoning and judging, to determine the relationship between scientific development and social changes, and to give ability to connect the principles of physics with the problems of daily life; to prepare for professional schools; and to give required work for teaching the physical sciences in high school.

211. **General Physics.** Credit, four hours, Statics, mechanics, heat, and sound. First Semester.
212. **General Physics.** Credit, four hours. Electricity, light. Second Semester.
319. **Mechanics and Sound.** Credit, four hours.
320. **Heat, Thermodynamics.** Credit, four hours.
321. **Advanced Light.** Credit, four hours. Prerequisite: Physics 212.
411. **Electricity.** Credit, four hours. Prerequisite: Physics 211, 212.
412. **Introduction to Nuclear Physics.** Credit, three to four hours.

GENERAL PHYSICAL SCIENCE

103. **General Physical Science.** Credit, three hours. A general course treating magnetism and electricity, meteorology, and geology. First semester.
104. **General Physical Science.** Credit, three hours. A general course treating astronomy, energy, heat and introductory chemistry. Second Semester.

NURSING EDUCATION

Plan: The College has an affiliation with the Kings Daughters Hospital in Martinsburg, West Virginia, for the first semester of the basic nursing course whereby the students receive seventeen semester hours of credit for the following collegiate courses:

Courses in the Basic Nursing Curriculum

101. **Chemistry.** Credit, three hours. This course emphasizes the fundamental laws of chemistry applied alike to inorganic and organic compounds. Time is also devoted to those phases of biochemistry which are essential to the fields of nursing and medicine.

201. **Anatomy and Physiology.** Credit, five hours. In this course there is an integration of the related material such as embryology and histology with the anatomy and physiology of each system. Laboratory work supplements the text in which related experiments in physiology are performed.
202. **Psychology.** Credit, two hours. Emphasis is placed upon the individual adjustment to new and changing environment as well as methods of study, learning, and motivation.
203. **Nutrition and Cookery.** Credit, two hours. This course is planned to give the student nurse the general information which she needs relative to normal nutrition and to the care and preparation of food.
207. **Sociology.** Credit, two hours. The focus is upon the patient as a member of his society with special concern for those elements of social interactions which contribute to his being a patient.
301. **Microbiology.** Credit, three hours. Through the use of lecture, laboratory and discussion, the student gains a general knowledge of microorganisms and their relation to health and disease and is taught the practical applications of the principles of microbiology.

DIVISION OF VOCATIONAL EDUCATIONMRS. NEWMAN, *Chairman*; MISS WILLIAMS**HOME ECONOMICS**

Purposes: To strengthen home and family life; to offer general education; to meet the needs of those who plan to teach general home economics; to give basic training for teaching vocational home economics and for specialized service in other phases of home economics.

Curriculum for a Major in Home Economics

Required courses in Home Economics, 28 hours.

Clothing and Textiles 102	4
Food and Meal Management 201 and 202	8
Advanced Clothing 301	3
Child Care and Guidance 304	2
Home Planning and Furnishing 306	4
Home Management 307	3
Nutrition and Dietetics 401	4

Recommended courses, 16 hours.

Bacteriology 304	4
Human Anatomy and Physiology 306	4
General Chemistry 101 and 102	8

Curriculum for a Minor in Home Economics

Required courses, 23 hours.

Clothing and Textiles 102	4
Food Preparation and Meal Management 201 and 202	8
Advanced Clothing 301	3
Child Care and Guidance 304	2
Home Planning and Furnishing 306	4
Home Management 307	3

Teaching Field in General Home Economics

Required courses, 26 hours:

Food and Meal Management, Nutrition and Dietetics 201, 202	6
Textiles and Clothing 102, 301	6
Home Planning and Furnishing 306	4
Home Management 307	3
Child Care and Guidance 304	2
Home Economics Education 404	2
Home Economics Electives	3

**Recommended for Probationary Employment in Vocational or Smith-Hughes
Home Economics Positions in West Virginia****First Year**

Clothing and Textiles 102

4	Advanced Clothing and Textiles 301	3
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Second Year

Food and Meal Management

8	Child Care and Guidance 304	2
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Home Management 307

3	Home Planning and Furnishing 306	4
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Fourth Year

Nutrition and Dietetics 401	4
Home Economics Education 404	2

Future Homemakers learn the art of Homemaking in Modern Department.



Recommended electives:

Principles of Design 301	3
General Biology 104	4
General Chemistry 101, 102, 108	10
Bacteriology 302	4
Human Anatomy and Physiology 306	4
Organic Chemistry 315, 316	8

102. **Clothing and Textiles.** Credit, four hours. This course gives experience in selection and use of commercial patterns in the construction of garments. Suitability of designs and materials as well as skills and fitting details are emphasized. The type of garment made depends upon the needs and previous clothing experience of the student. Many students tailor suits and coats for their first problems. Included also is a study of fiber content, fundamental weaves, designs, finishes, and care of fabrics for clothing and household uses. Open to all students. First Semester.
201. **Food and Meal Management.** Credit, four hours. A study of nutritive values of foods, scientific principles of food preparation, planning, serving and evaluating breakfasts. No prerequisites for non-majors. Chemistry should precede or parallel the course for majors. First Semester.
202. **Foods and Meal Management.** Credit, four hours. A continuation of 201 with experience in planning, preparing, and serving luncheons, dinners and teas. Second Semester.
301. **Advanced Clothing and Textiles.** Credit, four hours. This course offers students further experience in applying knowledge of textiles and principles and elements of design, opportunity to perfect skills, of construction and fitting through tailoring. No prerequisites for non-majors. Textiles and Clothing 102 are recommended as prerequisites for majors. Second Semester.
302. **Nutrition.** Credit, two hours. The course is planned to give non-majors a working knowledge of food values as related to individual, family, and other group needs. Attention is given to problems of the school lunch programs. Offered alternate summer terms, 1951-1953.
304. **Child Care and Guidance.** Credit, two hours. A study of prenatal and infant care, and guidance of behavior of the child from one to six in the home and nursery school. Recognition of the infant and small child as an individual in the family group is emphasized, also the importance of environment. Opportunity is provided for supervising and observing activities of small children. Open to all students above freshman year. Offered first semester of each alternate year beginning 1951 as well as alternate summers, beginning 1951.
306. **Home Planning and Furnishing.** Credit, four hours. Simplicity, economy, and beauty of home and furnishings are emphasized in this course through applying the principles of design to basic house plans, furniture selection and arrangement, selection of curtains, slip covers, draperies, rugs and accessories. The effect upon the family of beauty and the use of good taste in the home and surroundings is stressed. Some experience is offered in refinishing furniture, contracting slip covers, draperies, and curtains. Open to all students above freshman year. First Semester.

307. **Home Management.** Credit, three hours. A course designed to give general information concerning planning, directing, and guiding the use of human and material resources such as time, energy, and money in attaining personal and family goals. The material is presented through lectures, discussions and demonstrations. Open to all students. Second Semester.
401. **Nutrition and Dietetics.** Credit, four hours. A study of nutritive requirements of the human body under various conditions and how to supply those needs. Students analyze and evaluate their own diets for a period of time, set up exhibits of foods and desirable diets, as well as figure costs of menus and diets. Prerequisites: Chemistry 101, 102, Foods 101, 102. Second Semester.
403. **Consumer Economics.** Credit, two hours. This course is planned to assist the individual in spending personal and family incomes wisely. Emphasis is placed upon criteria for judging construction of clothing, household equipment and furnishings as well as materials used. Qualities and values of foods are studied and compared. Consideration is given to the importance of informative labeling, testing of goods, consumer legislation, and dependable sources of consumer information. Open to all students.
404. **Home Economics Education.** Credit, two hours. The first part of this course includes a study of the history, objectives and philosophy of Home Economics in relation to those of General Education. Opportunities for specialization and employment in the numerous areas of Home Economics are emphasized. The physical setting including suitable equipment as well as organization of curricula for homemaking in high school is studied. Consideration is given to methods, techniques, procedures, evaluative instruments, and collection of materials for teaching homemaking.

SECRETARIAL STUDIES

Purposes: To prepare for highly responsible secretarial positions or retail careers; to prepare for teaching commerce in high schools.

Curriculum for a Major in Secretarial Science

Required courses, 31 hours:

Introductory Accounting 101, 102	6
Typewriting 103, 104	4
Advanced Typewriting 105, 106	2
Shorthand 201, 202	8
Advanced Stenography 321, 322	6
Advanced Stenography 323, 324	6
Secretarial Training and Office Practice 325	3

Recommended:

Principles of Economics 205	3
Economic Problems 206	3
Business Law 303	3
Retail Merchandising 304	3
Money and Banking 305	3
Principles of Marketing 306	3

Curriculum for a Minor in Secretarial Science

Same as the curriculum outline for the teaching field.

Curriculum for Teaching Field in Commerce, Occupational

Required courses, 26 hours:

Introductory Accounting 101, 102	8
Typewriting 103, 104	4
Retail Merchandising 304	3
Stenography 201, 202	8
Secretarial Training and Office Practice 325	3

- 103, 104. **Typing.** Credit, two hours each semester. The first semester develops proper technique in the touch method. The second semester gives attention to practice with business letter forms and tabulation and to development of speed. A minimum speed of 40 words a minute is required. Methods of giving typewriting instruction in groups are illustrated for the prospective high school teacher. Each Semester.
- 105, 106. **Advanced Typewriting.** Credit, two hours. This course provides practical office experience in those skills developed in previous typewriting and stenographic courses by doing secretarial work for the instructors of the college. Each Semester.
201. **Stenography, Simplified.** Credit, four hours. Meets the minimum needs of a proficient stenographer. First Semester.
202. **Stenography, Simplified.** Credit, four hours. Continuation of Secr. 201. Second Semester.
304. **Retail Merchandising.** (See Business Administration.) First Semester.
- 321, 322. **Advanced Stenography.** Credit, two hours. Shorthand theory principles; building transcription skill, phrasing skill, and sustained speed for those who wish to become proficient secretaries and teachers. Each Semester.
- 323, 324. **Advanced Stenography (continued).** Credit, three hours. This course gives the student advanced training in both typewriting and shorthand. Students are given the opportunity for experience in taking rapid dictation, in transcribing, and in improving typewriting speed and accuracy, and the ability to work with applied typewriting problems. Each Semester.
325. **Secretarial Training and Office Practice.** Credit, three hours. Practice with handling incoming letters, business papers and forms, and transcription from dictaphone records. Practice in using the mimeoscope, mimeograph, electric adding machines and calculators, simple book-keeping machine, and print calculators. Second Semester.
- 404, 405. **Medical Shorthand.** Credit, four hours each semester. Second Semester, 1952-53.

SECTION VIII

ENROLLMENT DATA



Degrees Conferred, 1949-1950

Enrollment, 1949-1950

Enrollment, 1874-1950

Degrees, 1874-1950



Shepherd College Prepares Students for Business Positions.

DEGREES CONFERRED IN 1949

Bachelor of Arts

Ralph Stuart Bailey, Bluefield, Virginia
George Edgar Benjamin, Bolivar, West Virginia
Charles Stuart Billmyer, Jr., Shepherdstown, West Virginia
Paul Francis Braim, Philadelphia, Pennsylvania
Robert Beverly Brown, Martinsburg, West Virginia
James Jerauld Cook, Bolivar, West Virginia
Rosemary Watters Day, Charles Town, West Virginia
Judith Allen Downs, Shepherdstown, West Virginia
Harvey Curtis Fenimore, Jr., Charles Town, West Virginia
William Sigurd Jorgensen, Shepherdstown, West Virginia
John McArdle, Martinsburg, West Virginia
Robert Hyde MacDonald, Martinsburg, West Virginia
Meta Jean Melvin, Shenandoah Junction, West Virginia
Robert Freeman Moore, Martinsburg, West Virginia
Alonza Dailey Peters, Romney, West Virginia
Betty Miley Pilgrim, Wardensville, West Virginia
George Dennis Pitzer, Martinsburg, West Virginia
Marvin Hollida Porterfield, Jr., Martinsburg, West Virginia
Mary Haines Radcliff, Ridgeley, West Virginia
Ralph Martin Saville, Hoy, West Virginia
Edgar Powell Smoot, Jr., Martinsburg, West Virginia
Gerald Mark Staab, Pittsfield, New Hampshire
Chloe Studwell, Martinsburg, West Virginia

Bachelor of Arts in Elementary Education

Harlan Richard Adams, St. George, West Virginia
Irving Lynwood Ambrose, Berkeley Springs, West Virginia
Lera Moyers Bailey, Martinsburg, West Virginia
Harriet Johnson Browning, Springfield, West Virginia
Hazel Marie Butts, Hedgesville, West Virginia
Hattie Belle Cook, Circleville, West Virginia
Ruth Shirley Corbett, Berkeley Springs, West Virginia
William Poling Cunningham, Falls Church, Virginia
Maryan Donna Dahmer, Washington, D. C.
George Heavener Day, Arthur, West Virginia
Retha Avey Edwards, Hedgesville, West Virginia
Theodore Augustus Garrett, Moorefield, West Virginia
Arthur Lawrence George, Shepherdstown, West Virginia
Alma Fern Grandstaff, Bolivar, West Virginia
Winona Muriel Green, Elk Garden, West Virginia
Emerson Nawrath Grove, Berkeley Springs, West Virginia
Mary Frances Heflebower, Rippon, West Virginia
Lake Miller Henderson, Capon Bridge, West Virginia
Waldo Wilson Hockman, Augusta, West Virginia
Mildred Grace Hott, Wardensville, West Virginia
Daniel Mason Jones, Inwood, West Virginia
James Lawrence McHenry, Piedmont, West Virginia
Chloe Simmons Moyer, Lost City, West Virginia
William Clayton Myers, Jenkinjones, West Virginia
Allen Rexrode, Fort Seybert, West Virginia
George Noland, Berkeley Springs, West Virginia
Martha Lane Richard, Winchester, Virginia
Mary Lee Richard, Winchester, Virginia
Nora Branum Richardston, Cherry Run, West Virginia
Ruth Margaret Saville, Romney, West Virginia

Clyde Ivan Shanholtz, Augusta, West Virginia
Irvin Lee Sherman, Moorefield, West Virginia
Fleta Sager Shobe, Petersburg, West Virginia
Hammond Brenton Shriver, Berkeley Springs, West Virginia
Audra Estelle Sites, Petersburg, West Virginia
Pauline Haines Sites, Petersburg, West Virginia
Marion Myers Skinner, Shepherdstown, West Virginia
Hilda Carrill Snyder, Smithsburg, Maryland
Raymond Gladstone Snyder, Lahmansville, West Virginia
George Issac Sponaugle, Franklin, West Virginia
Charles Lewis Stuckey, Hedgesville, West Virginia
Elsie Hummer Trail, Charles Town, West Virginia
Anne Snyder Webb, Bolivar, West Virginia

Bachelor of Arts, Secondary Education

Paul Eugene Barr, Charles Town, West Virginia
Charles Riley Boyce, Winchester, Virginia
William Lee Boyce, Winchester, Virginia
James Jerauld Cook, Bolivar, West Virginia
Donald Gruber Cooley, Berryville, Virginia
John DeWitt Cowherd, Cumberland, Maryland
Rosemary Watters Day, Charles Town, West Virginia
Francis DeSales Dorsey, Keyser, West Virginia
Judith Allen Downs, Shepherdstown, West Virginia
Merva June Dye, Martinsburg, West Virginia
Max Henry Everhart, Hedgesville, West Virginia
Daniel Lyle Johnson, Bloomery, West Virginia
William Sigurd Jorgensen, Shepherdstown, West Virginia
Donald Edward Kady, Keyser, West Virginia
Harry O. Keller, Jr., Bunker Hill, West Virginia
Charles William Kline, Charles Town, West Virginia
Harriet Virginia Leach, Martinsburg, West Virginia
Shirla Louise Line, Sharpsburg, Maryland
Robert Hyde MacDonald, Martinsburg, West Virginia
Nancy Cohill Manuel, Clear Spring, Maryland
Meta Jean Melvin, Shenandoah Junction, West Virginia
Roy Marvin Miller, Keyser, West Virginia
Helen Irene Moler, Shepherdstown, West Virginia
Roger Leon Myers, Martinsburg, West Virginia
Charles Robert O'Donnell, Harrisonburg, Virginia
Alonza Dailey Peters, Romney, West Virginia
Betty Miley Pilgrim, Wardensville, West Virginia
George Dennis Pitzer, Martinsburg, West Virginia
Marvin Hollida Porterfield, Jr., Martinsburg, West Virginia
Robert Lorain Rissler, Charles Town, West Virginia
Cora Esther Roulette, Sharpsburg, Maryland
Charles Victor Rowe, Williamsport, Maryland
Ralph Martin Savile, Hoy, West Virginia
Charles Edward Seaman, Piedmont, West Virginia
Charles William Shrader, Martinsburg, West Virginia
Lucille Narcissa Shultz, Jones Spring, West Virginia
Edgar Allen Skinner, Shepherdstown, West Virginia
Kenneth Eugene Sterryous, Martinsburg, West Virginia
Jose Manuel Sune, Ponce, Puerto Rico
Barbara Cornelius Taylor, Ridgeley, West Virginia
Milton Tabler VanMetre, Martinsburg, West Virginia
Roy Franklin Unger, York, Pennsylvania
Charles Meade Waldeck, Shepherdstown, West Virginia
John F. Watach, Ambridge, Pennsylvania
Richard Theodore Whisner, Sharpsburg, Maryland
Fred Earl Wilson, Ridgeley, West Virginia

DEGREES CONFERRED IN 1950

Bachelor of Science

Virginia Lee Caton, Shepherdstown, West Virginia
Paul Luther Flick, Inwood, West Virginia
Jorge A. Gonzales-Sapia, Ponce, Puerto Rico
Edward W. Johnson, Jr., Shepherdstown, West Virginia
Victor Wendell Shrader, Martinsburg, West Virginia
Carl Frederick Wall, Martinsburg, West Virginia

Bachelor of Arts

Harry Carlton Aaron, Jr., Hagerstown, Maryland
Barbara Ward Boyce, Hagerstown, Maryland
Lois Louise Bush, Bolivar, West Virginia
David E. Cook, Martinsburg, West Virginia
Charles Robert Creamer, Jr., Boyce, Virginia
Raymond Roy Dalbke, Shepherdstown, West Virginia
Cecil DeGrotte Eby, Jr., Charles Town, West Virginia
Tracy James Evans, Laurel Dale, West Virginia
Mary Elizabeth Farmer, Martinsburg, West Virginia
James S. Hafer, Shepherdstown, West Virginia
Virginia Dasher Higgs, Hyattsville, Maryland
Charles Lacey Jackson, Martinsburg, West Virginia
Paul Derwood Kalbaugh, Elk Garden, West Virginia
Rose Anna Kottler, Walkersville, Maryland
Edward Homer Kyle, Gainesboro, Virginia
Francis Maleonski, Davis, West Virginia
Stuart P. McGreevy, Piedmont, West Virginia
James William Milton, Harpers Ferry, West Virginia
Betty Jeanne Nixon, Winchester, Virginia
William Edward Peacher, Jr., Hagerstown, Maryland
William C. Perry, Charles Town, West Virginia
Carlos Emidio Pimentel, Sao Paulo, Brazil
James William Poisal, Jr., Hedgesville, West Virginia
Doris Rellensmann, Stuttgart, Germany
Barbara Ann Richardson, Utica, New York
Robert L. Sine, Jr., Martinsburg, West Virginia
Nathaniel S. Smith, Gainesboro, Virginia

Bachelor of Arts, Elementary Education

Alphonsus Joseph Atkinson, Martinsburg, West Virginia
Mary Elizabeth Baughman, Wardensville, West Virginia
Warren Gradesson Brake, Petersburg, West Virginia
Laura Jean Burch, Moorefield, West Virginia
Marven Lathanuel Butts, Berkeley Springs, West Virginia
Margaret Wolford Chaney, Piedmont, West Virginia
Mame Dolan Compton, Moorefield, West Virginia
Dorothy Watson Conklyn, Charles Town, West Virginia
Connel O. Corrick, Kingwood, West Virginia
Clara Halbrook Craige, Welch, West Virginia
A. G. Davison, Berkeley Springs, West Virginia
Bessie Hite DeHaven, Jones Springs, West Virginia
Ruth H. Drake, Hagerstown, Maryland
Anna Frances Everly, Petersburg, West Virginia
Beulah Elizabeth Gill, Capon Bridge, West Virginia
Pearl Martin Harper, Moorefield, West Virginia
Alda Duane Hays, Martinsburg, West Virginia

Ethel Geneva Henkle, Halltown, West Virginia
Virginia Dasher Higgs, Hyattsville, Maryland
Loring L. Hines, Fort Run, West Virginia
Raymond L. Hines, Fort Run, West Virginia
Blanche Elizabeth Hinkle, Old Fields, West Virginia
Vernon E. Hockman, Augusta, West Virginia
Mabel Roby Hott, Petersburg, West Virginia
Helen Mildred Huffman, Berkeley Springs, West Virginia
Marjorie Auzine Hutton, Ridgeley, West Virginia
Sally Ours Lowe, Keyser, West Virginia
Hulvey Lynch Mauze, Grimes, Virginia
Katherine W. Moler, Charles Town, West Virginia
Virginia Lee Myers, Harpers Ferry, West Virginia
Marjorie Payne Neel, Philadelphia, Pennsylvania
Mary Keller Orndorff, Fabius, West Virginia
Mabel Wolfe Price, Terra Alta, West Virginia
Hubert Dwight Raines, Riverton, West Virginia
Ralph Marion Rexrode, Franklin, West Virginia
Jean Graham Rider, Charles Town, West Virginia
Evelyn P. Snider, Keyser, West Virginia
Margaret Hogan Strailman, Brunswick, Maryland
Mary Elizabeth Strother, Keyser, West Virginia
Irene Hill Sutton, Charles Town, West Virginia

Bachelor of Arts, Secondary Education

Carroll L. Baechtel, Jr., Hagerstown, Maryland
Raymond L. Bean, Moorefield, West Virginia
Barbara Ward Boyce, Hagerstown, Maryland
George William Campbell, Teaneck, New Jersey
Virginia Lee Caton, Shepherdstown, West Virginia
Albert Henry Cobb, Kearneysville, West Virginia
Daniel Albert Colaw, Jr., Winchester, Virginia
Charles Robert Creamer, Jr., Boyce, Virginia
Roy Louthan Day, Shepherdstown, West Virginia
William Joseph Day, Charles Town, West Virginia
Richard K. Dixon, Hagerstown, Maryland
Lewis A. Domenick, Jr., Piedmont, West Virginia
Frederick C. Donovan, Brunswick, Maryland
Thomas Russell Dove, Martinsburg, West Virginia
Clyde A. Emswiler, Mathias, West Virginia
Clyde Lee Fearnow, Berkeley Springs, West Virginia
Melvin Filler, Brooklyn, New York
Michael Foglio, Arlington, Virginia
Calvin Richard Ford, Shepherdstown, West Virginia
Saufley Bean Friddle, Kearneysville, West Virginia
Susan Evaleen Fulk, Bayard, West Virginia
Charles Gattone, Raritan, New Jersey
Paul Richard Gillam, Martinsburg, West Virginia
James S. Hafer, Shepherdstown, West Virginia
Emory L. Hamilton, Jr., Romney, West Virginia
James LeRoy Hollis, Jr., Hedgesville, West Virginia
Charles Lacey Jackson, Martinsburg, West Virginia
William Harry Jenkins, Martinsburg, West Virginia
Robert Harold Junkins, Emorysville, West Virginia
Carrol Edward Kline, Hagerstown, Maryland
David Harold Knott, Shepherdstown, West Virginia
Swagler Henkle Koonce, Shepherdstown, West Virginia
Rose Anna Kottler, Walkersville, Maryland
Delaine E. Lipscomb, Keyser, West Virginia

James H. McFarland, Shepherdstown, West Virginia
Stuart P. McGreevy, Piedmont, West Virginia
Robert S. Martin, Jr., Hagerstown, Maryland
Ira W. Miller, Keyser, West Virginia
Martin W. Miller, Jr., Martinsburg, West Virginia
James William Milton, Harpers Ferry, West Virginia
Margaret Virginia Moore, Shepherdstown, West Virginia
Charlotte Leota Myers, Jones Springs, West Virginia
Max Robinson Nagley, Martinsburg, West Virginia
Mary Joan Newcome, Shepherdstown, West Virginia
Jamon Woodrow Nichols, Martinsburg, West Virginia
Betty Jeanne Nixon, Winchester, Virginia
Frederick Michael Novak, Yonkers, New York
Charles William Osbourn, Jr., Shepherdstown, West Virginia
William Edward Peacher, Jr., Hagerstown, Maryland
Gordon O. Pigg, Shepherdstown, West Virginia
James William Poisal, Jr., Hedgesville, West Virginia
Hubert Dwight Raines, Riverton, West Virginia
James Russell Redman, Cobleskill, New York
Samuel Joseph Reed, Hagerstown, Maryland
Charles William Ridenour, Hagerstown, Maryland
Victor Lee Ridgeway, Ridgeway, West Virginia
Quentin F. Sayers, Keyser, West Virginia
Wilma Sites Schaeffer, Petersburg, West Virginia
Marjorie Lee Shirley, Gerrardstown, West Virginia
Roger W. Smith, Jr., Hagerstown, Maryland
Frank Snyder, Martinsburg, West Virginia
Allen A. Swick, Romney, West Virginia
Robert R. Tabor, Cumberland, Maryland
Ralph C. Tate, Beaver, Pennsylvania
Roland Eldridge Taylor, Shepherdstown, West Virginia
Guy T. Tucker, Martinsburg, West Virginia
James Wilson, Jr., Shepherdstown, West Virginia

Bachelor of Arts, Single Curriculum

Edra Nancy Riley, Falling Waters, West Virginia

SUMMARY OF ENROLLMENT

Summer Term 1949

	Men	Women	Total
Post Graduate	13	42	55
Senior, Arts and Sciences	10	2	12
Senior, Elementary Education	12	54	66
Senior, Secondary Education	44	8	52
Junior, Arts and Sciences	6	1	7
Junior, Elementary Education	8	40	48
Junior, Secondary Education	23	6	29
Sophomore, Arts and Sciences	12	2	14
Sophomore, Elementary Education	2	13	15
Sophomore, Secondary Education	21	3	24
Freshmen, Arts and Sciences	11	3	14
Freshman, Elementary Education	6	22	28
Freshmen, Secondary Education	5	0	5
Pre-professional	12	0	12
Special	0	11	11
 Total	 185	 207	 392

Regular Year, Resident

	Men	Women	Total
Post Graduate	6	11	17
Senior, Arts and Sciences	13	4	17
Senior, Elementary Education	8	35	43
Senior, Secondary Education	41	6	47
Junior, Arts and Sciences	25	4	29
Junior, Elementary Education	9	29	38
Junior, Secondary Education	31	16	47
Sophomore, Arts and Sciences	39	6	45
Sophomore, Elementary Education	3	15	18
Sophomore, Secondary Education	17	21	38
Freshmen, Arts and Sciences	51	25	76
Freshmen, Elementary Education	11	16	27
Freshmen, Secondary Education	32	23	55
Pre-professional	50	22	72
Specials	6	2	8
 Total	 342	 235	 577

Regular Year, Extension

	Men	Women	Total
Post Graduate	—	3	3
Senior, Elementary Education	7	6	13
Senior, Secondary Education	3	—	3
Junior, Elementary Education	4	13	17
Sophomore, Elementary Education	2	8	10
Freshmen, Arts and Sciences	1	2	3
Freshmen, Elementary Education	1	8	9
Specials	9	1	10
 Total	 26	 41	 67

Total Enrollment for 1949-50

	Men	Women	Total
Post Graduate	23	48	71
Senior, Arts and Sciences	22	8	30
Senior, Elementary Education	18	70	89
Senior, Secondary Education	64	12	76
Single Curriculum		1	1
Junior, Arts and Sciences	29	7	36
Junior, Elementary Education	14	69	83
Junior, Secondary Education	36	15	51
Sophomore, Arts and Sciences	46	8	54
Sophomore, Elementary Education	8	35	43
Sophomore, Secondary Education	21	22	43
Freshmen, Arts and Sciences	44	19	63
Freshmen, Elementary Education	10	33	43
Freshmen, Secondary Education	18	12	30
Single Curriculum	1	2	3
Pre-professional	54	21	75
Specials	18	19	37
Total	427	401	828

Resident Enrollment by Terms

	Summer 1949		Fall 1949-50	
	First Semester	Second Semester	First Semester	Second Semester
Men	166	140	341	320
Women	180	82	209	173
Total	346	222	550	493

Summary of Enrollment 1949-50**Enrollment by Counties and States**

Counties	Resident	Extension	No. of Different Students		
			Men	Women	Total
Berkeley	247	11	132	121	253
Brooke	5		5		5
Grant	13		5	8	13
Hampshire	42	8	25	21	46
Hardy	40		16	24	40
Jefferson	165	10	84	73	157
Lincoln	2		2		2
McDowell	1			1	1
Marion	1		1		1
Marshall	2		2		2
Mineral	44		13	31	44
Morgan	45	5	20	28	48
Nicholas	1			1	1
Ohio	3		3		3
Pendleton	11		5	6	11
Preston	7		3	4	7
Tucker	6		5	1	6
Wood	2		2		2
Washington, D. C.	5		1	4	5
Allegany, Md.	8		7	1	8
Baltimore, Md.	1		1		1
Frederick, Md.	9		3	6	9
Howard, Md.	1		1		1
Montgomery, Md.	2			2	2
Prince Georges, Md.	1			1	1
Washington, Md.	45		29	16	45
Worchester, Mass.	1		1		1
Merrimack, N. H.	1		1		1
Bergen, N. J.	2		2		2
Union, N. J.	1		1		1
Somerset, N. J.	1		1		1
Kings, N. Y.	3		3		3
Montgomery, N. Y.	1		1		1
Utica, N. Y.	1			1	1
Westchester, N. Y.	1			1	1
Mahoning, Ohio	2		2		2
Stark, Ohio	1			1	1
Beaver, Pa.	3		3		3
Cambria, Pa.	3		3		3
Lehigh, Pa.	1		1		1
York, Pa.	1			1	1
Arlington, Va.	10		9	1	10
Clarke, Va.	5	1	5	1	6
Fairfax, Va.	3		1	2	3
Frederick, Va.	30	32	22	40	62
Loudoun, Va.	1		1		1
S. Paulo, Brazil	1		1		1
Hong Kong, China	1			1	1
St. Amerin, France	1		1		1
Stuttgart, Germany	1			3	3
Vicenza, Italy	1		1		1
Ponce, Puerto Rico	2		2		2
	188	67	427	401	828

SUMMARY OF ENROLLMENT

Summer Term 1950

	Men	Women	Total
Post Graduate	27	60	87
Senior, Arts and Sciences	10	2	12
Senior, Elementary Education	9	64	73
Senior, Secondary Education	30	6	36
Junior, Arts and Sciences	10	5	15
Junior, Elementary Education	20	70	90
Junior, Secondary Education	19	6	25
Sophomore, Arts and Sciences	16	2	18
Sophomore, Elementary Education	10	24	34
Sophomore, Secondary Education	1	3	4
Freshmen, Arts and Sciences	8	5	13
Freshmen, Elementary Education	9	28	37
Freshmen, Secondary Education	1	2	3
Pre-professional	7	0	7
Specials	2	3	5
 Total	 179	 280	 459

Regular Year, Resident

	Men	Women	Total
Post Graduate	7	5	12
Senior, Arts and Sciences	23	5	28
Senior, Elementary Education	6	24	30
Senior, Secondary Education	33	10	43
Junior, Arts and Sciences	20	3	23
Junior, Elementary Education	6	19	25
Junior, Secondary Education	29	20	49
Sophomore, Arts and Sciences	30	8	38
Sophomore, Elementary Education	9	23	32
Sophomore, Secondary Education	19	14	33
Freshmen, Arts and Sciences	34	21	55
Freshmen, Elementary Education	7	27	34
Freshmen, Secondary Education	24	18	42
Pre-professional	44	26	70
Specials	10	12	22
 Total	 301	 235	 536

Regular Year, Extension

	Men	Women	Total
Post Graduate	1	3	4
Senior, Elementary Education	7	16	23
Junior, Elementary Education	2	20	22
Sophomore, Arts and Sciences	2	0	2
Sophomore, Elementary Education	5	13	18
Freshmen, Elementary Education	2	5	7
 Total	 19	 57	 76

Total Enrollment for 1950-51

	Men	Women	Total
Post Graduate	29	69	98
Senior, Arts and Sciences	28	6	34
Senior, Elementary Education	16	73	89
Senior, Secondary Education	49	15	64
Junior, Arts and Sciences	25	7	32
Junior, Elementary Education	18	88	106
Junior, Secondary Education	29	21	50
Sophomore, Arts and Sciences	32	10	42
Sophomore, Elementary Education	15	45	60
Sophomore, Secondary Education	20	14	34
Freshmen, Arts and Sciences	37	23	60
Freshmen, Elementary Education	16	57	73
Freshmen, Secondary Education	24	20	44
Pre-professional	48	26	74
Specials	10	13	23
Total	396	487	883

Resident Enrollment by Terms

	Summer 1950		Fall 1950-51	
	First Semester	Second Semester	First Semester	Second Semester
Men	177	124	282	244
Women	257	147	216	184
Total	434	271	498	428

Summary of Enrollment 1950-51**Enrollment by Counties and States**

Counties	Resident	Extension	Men	No. of Different Students	Total
			Women		
Berkeley	264	3	122	137	259
Brooke	6		6		6
Grant	22	2	10	13	23
Greenbrier	1			1	1
Hampshire	58	35	29	40	69
Hardy	34		10	24	34
Harrison	1			1	1
Jefferson	165	1	80	83	163
Marshall	3		2	1	3
Mineral	51	15	18	45	63
Monogalia	1		1		1
Morgan	52	2	17	35	52
Nicholas	1			1	1
Ohio	3		2	1	3
Pendleton	11		6	5	11
Pocahontas	1			1	1
Preston	3		1	2	3
Randolph	1		1		1
Rappahannock	1			1	1
Taylor	1			1	1
Tucker	3		3		3
Wood	2		2		2
Washington, D. C.	6		3	3	6
Allegheny, Md.	5		5		5
Frederick, Md.	10		5	5	10
Howard, Md.	1		1		1
Montgomery, Md.	1		1		1
Washington, Md.	59	18	26	38	64
Worchester, Mass.	1		1		1
Union, N. J.	1		1		1
Cuyahoga, Ohio	1		1		1
Mahoning, Ohio	2		2		2
Stark, Ohio	1			1	1
Pawnee, Okla.	1			1	1
Beaver, Penna.	2		2		2
Cambria, Penna.	3		3		3
Franklin, Penna.	2		1	1	2
Lehigh, Penna.	1		1		1
Philadelphia, Penna.	1			1	1
York, Penna.	1			1	1
Arlington, Va.	10		10		10
Clarke, Va.	14		2	12	14
Fairplay, Va.	1		1		1
Frederick, Va.	27		14	13	27
Giles, Va.	1		1		1
Loudon, Va.	9		1	8	9
Page, Va.	1		1		1
Shenandoah, Va.	4			4	4
Spotsylvania, Va.	1		1		1
Guatemala, C. A.	2			2	2
Honduras, C. A.	2			2	2
Hong Kong, China	1			1	1
Berlin, Germany	1		1		1
Hul West, Germany	1		1		1
Wiesbaden, Germany	1			1	1
Total	861	76	396	487	883

ENROLLMENT AND DEGREES 1874-1950

		Art	Expression	Music	M. E. L.	Academic	Secondary	Short Course	Standard Normal	Junior College	Third Year College	A. B. Elementary Ed.	A. B. Secondary Ed.	B. A. Single Curriculum	Bachelor of Arts	Bachelor of Science	Number Enrolled	Number of Diplomas Issued	Number of Different Grads.
1874		6							21								145	21	21
1875		7							28								160	28	28
1876		7							27								136	27	27
1877		7							8								102	8	8
1878		5							11								94	11	11
1879		5							18								93	18	18
1880		2							14								55	14	15
1881									5								71	5	4
1882									9								58	9	9
1883									1								62	1	1
1884									9								59	9	9
1885									12								65	12	12
1886									3								65	3	3
1887									6								69	6	6
1888									3								64	3	3
1889									4								71	4	4
1890									3								69	3	3
1891									4								87	4	4
1892									7								90	7	7
1893									12								99	12	12
1894									8								91	8	8
1895									7								103	7	7
1896									9								103	16	13
1897									8								100	15	9
1898									3								88	8	5
1899									10								105	13	10
1900									10								116	20	15
1901									3								127	7	7
1902									2								151	12	10
1903									4								143	7	7
1904									5								153	12	11
1905									1								175	10	10
1906									6								158	7	7
1907									6								200	10	8
1908									2								238	6	5
1909	1	2							15								276	21	19
1910									16								295	21	21
1911									43								303	46	46
1912									30								274	36	31
1913		2							37								268	39	37
1914									35								262	38	38
1915									6								240	33	33
1916									26								284	57	57
1917									2	12	17						263	31	31
1918									11	27	12						222	50	50
1919									2	20	7						196	29	29
1920									11	25	7						305	43	42
1921									6	13	17						378	37	37
1922									15	50	27						430	92	92
1923		2							20	46	24						538	92	92
1924									13	76	43						583	132	132
1925									22	31	41	3					644	97	97
1926	2								17	66	68	1					755	154	152
1927	1								53	9							767	63	62

	Art	Expression	Music	M. E. L.	Academic	Secondary	Short Course	Standard Normal	Junior College	Third Year College	A. B. Elementary Ed.	A. B. Secondary Ed.	Bachelor of Arts	B. A. Single Curriculum	Bachelor of Science	Number Enrolled	Number of Diplomas Issued	Number of Different Grads.
1928								68	15							623	83	83
1929								69	23							575	92	92
1930								75	12	6						641	93	93
1931								59			18					589	77	77
1932								74			2	15				673	91	91
1933								66			5	34				722	104	104
1934								64			4	24				585	92	92
1935								83			12	21				603	116	114
1936								87			23	29				730	139	138
1937											24	28				642	52	52
1938											28	26				584	54	54
1939											33	20				634	53	53
1940											53	27				603	80	78
1941											31	37				576	68	66
1942											26	16				519	42	41
1943											28	17				445	45	45
1944											19	6				327	25	25
1945								15	13		3					347	31	30
1946								18	13		1					435	32	31
1947								29	20		8		2			548	59	54
1948								10	16		8		2			573	35	33
1949								43	46		23					828	112	102
1950								40	67		1		6			883	151	139
Total	3	1	6	39	83	129	392	1,480	63	6	442	493	70	5	6	24,733	3,199	3,119

INDEX

Absence from Classes	31
Academic Counselors	14
Academic Program	47
Activities, Student	42
Administrative Officers	8
Admission Requirements	28
Agriculture Courses	104
Alumni Association	14
Amount of Work per Semester	29
Application for Admission	137
Art Courses	81
Assemblies	41
 Biology Courses	105
Books	36
Buildings	24
Business Administration Courses	56
 Calendar	4
Certificate, Requirements	72
Certification, Regulations	72
Change of Schedule	30
Chemistry Courses	108
Classification of Students	29
College Plan of Organization	20
Committees	15
Contents	3
Counseling Service	40
Credits for Men Called to Military Service	29
Credit for Military Service	28
 Degrees Conferred in 1949	121
Degrees Conferred in 1950	123
Divisions and Departments	54
Dramatic Courses	93
 Economic Courses	58
Education Courses	66
Education Curriculum	70
Engineering Courses	110
English Courses	92
Enrollment by Years	132
Enrollment Procedures	29
Enrollment Summaries	126
Equipment	24
Evening Classes	46
Expenses	34
Extension Classes	46

INDEX

Faculty	9
Faculty, Emeritus	11
Fees	34
French Courses	101
General Education by Semester	52
General Education Requirements	55
Geography Courses	59
Geology Courses	111
German Courses	103
Government Courses	61
Graduation Requirements	54
History Courses	62
History of College	22
Home Economic Courses	114
Honors	31
Housing	40
Journalism Courses	97
Laboratory Schools	12
Late Entrance	29
Library Science Courses	100
Loan Funds	37
Location	21
Marking System	30
Mathematic Courses	111
Music Courses	84
Nursing Courses	112
Objectives of the College	18
Official Board	7
Organization, Student	42
Personnel Service	40
Philosophy Courses	64
Pre-professional Courses	47
Physical Education Courses	87
Physics Courses	112
Quality Points	30
Radio Courses	95
Refunding of Fees	36
Regulations, Academic	28
Regulations, General	28
Renewal of Certificates	76
Residence, Definition	35

INDEX

Scholarships	38
Scholarship Requirements	31
Secretarial Courses	117
Section I, Personnel	5
Section II, General	17
Section III, Academic Regulations	27
Section IV, Finance	33
Section V, Student Life	39
Section VI, College and Academic Program	45
Section VII, Curricula	53
Section VIII, Enrollment Data	119
Sociology Courses	65
Spanish Courses	103
Speech Courses	93
Student Activities	42
Student Record	138
Television	95
Terminal Courses	47
Transfer of Credit	28
Tuition	34
Withdrawals	30

APPLICATION FOR ADMISSION

Fill in this application and return it to the Dean of Students Office at least fifteen days prior to the opening of the term for which you wish to enroll. A transcript of high school credits, for incoming freshmen, and a transcript of college work, for upper classmen, should accompany this application. Specify the type of living accommodations desired, whether a dormitory room, or special housing for a married student. A fee of five (\$5.00) dollars is required for dormitory room or special housing reservations.

Date _____

Name of Applicant _____ Last _____ First _____ Middle _____

Home Address _____ Street _____ City _____ State _____

Date of Birth _____ Race _____ Sex _____

Name and Address of Parent _____

High School attended _____ Name _____ Location _____ Date of Grad. _____ Total Units _____

Name of college attended, if any _____ Date Attended _____

When do you wish to enroll in Shepherd College? _____

Are you registering under the G. I. Bill of Rights? _____ C No. _____

Single? _____ Married? _____ Religious preference _____ Member? _____

Name and address of person who recommended Shepherd College to you _____

Reference _____ Name _____ Address _____

Name of your home-town newspaper _____

Honors or recognition received _____

In what department or for what course do you wish to enroll? Check:

Agriculture _____, Business Administration _____, Government _____, Art _____,

Music _____, Physical Education _____, Speech _____, Home Economics _____,

Secretarial Studies _____, ARTS AND SCIENCES: English _____, Economics _____,

Geography _____, History _____, Sociology _____, Foreign Languages _____,

Biology _____, Physical Science _____, Mathematics _____; PRE-PROFESSIONAL:

Medicine _____, Engineering _____, Law _____, Nursing _____, Medical

Technician _____, Ministry _____, Veterinary _____, Dentistry _____,

EDUCATION: Elementary School Teaching _____, High School Teaching _____

Please check your housing plans: Commute from home _____, Live in a private home _____, Live in the college dormitory _____.

Do you wish a dormitory room reserved for you? _____

If yes, enclose \$5.00 registration fee.

Please check the following high school activities in which you have participated:

Athletics: Football _____, Baseball _____, Track _____, Music _____,

Chorus _____, Band _____, Dramatics _____, Journalism _____,

Religious activities _____, List any others _____

Name of Applicant

General Requirements					Teaching Field or Major					Teaching Field or Minor				
Course & No.	Cred. Hrs.	Work to do	Work Done	Cred. Pts.	Course & No.	Cred. Hrs.	Work to do	Work Done	Cred. Pts.	Course & No.	Cred. Hrs.	Work to do	Work Done	Cred. Pts.
English 101.....	3													
English 102.....	3													
English 211.....	3													
or														
English 212.....	3													
English 406.....	3													
History 101.....	3													
History 102.....	3													
Soc. 211.....	3													
Soc. 212.....	3													
Biol. 101.....	3													
Biol. 102.....	3													
or														
P. Sci. 103.....	3													
P. Sci. 104.....	3													
Educ. 101.....	3													
Educ. 102.....	3													
Mus. 301.....	2													
Art 303.....	2													
P. Educ. 121....	1													
P. Educ. 122....	1													
Phil. 101.....	1													
Phil. 102.....	1													
Total.....					Total					Total				

Electives										Total				
					Total Upper Div. 45					Total hours done.....				
					Hours done.....	Date.....				Hours to do.....				
					Total to do.....					Date..... Total.....				
					Hours done.....	Date.....				Total hours done.....				
					Total to do.....					Hours to do.....				
					Hours done.....	Date.....				Date..... Total.....				
					Total Extension.....					Total Hours done.....				
										Hours to do.....				
					Total hrs. Senior College.....					Date..... Total.....				
										Total hours done.....				
										Hours to do.....				
										Date..... Total.....				

